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AUTHOR Breen, John; And Others
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ABSTRACT

A two-year project to systematize the occupational teacher approval record-keeping and planning procedures for the Massachusetts Office of Professional Development (OPD) for the Division of Occupational Education is described. A project overview discusses the problems of the system and objectives arrived at to solve them, including the improvement of record keeping, monitoring systems, and Local Education Agency (LEA) information; determination of State manpower supply and demand; and improvement of teacher-training programs. Eleven project tasks were formulated to achieve these objectives and are described in terms of methods, results, figures and charts, and related materials: (1) survey all LEA personnel; (2) improve the record keeping system; (3) improve data needed for OPD planning; (4) provide uniform credentials; (5) monitor the teacher approval factor; (6) develop listing of available instructors; (7) rewrite OPD policies for approval fields; (8) interface approval system with data bank; (9) increase number of minority instructors; (10) establish legal policies; (11) survey demand for vocational instructors. Appended material provides supplementary information regarding project tasks, schedules, teacher qualifications, and expenditures. (LH)

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FINAL REPORT

(Fiscal Years 1974 and 1975)

PROFESSIONAL DEVELOPMENT PLANNING STUDY

Project 1774-75

OFFICE OF PROFESSIONAL DEVELOPMENT
DIVISION OF OCCUPATIONAL EDUCATION
DEPARTMENT OF EDUCATION
COMMONWEALTH OF MASSACHUSETTS

A joint undertaking of the Division of Occupational Education and Northeast Metropolitan Regional Vocational High School, under grants from P.L. 90-576 and P.L. 90-35 Part F.

PATRICK J. WEAGRAFF, Associate Commissioner
JOHN CONNOLLY, Superintendent-Director

November 1975

CE006197

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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Project 1774-75

OFFICE OF PROFESSIONAL DEVELOPMENT
DIVISION OF OCCUPATIONAL EDUCATION
DEPARTMENT OF EDUCATION
COMMONWEALTH OF MASSACHUSETTS

JOHN P. MORINE, OPD Chief
LOT H. COOKE, JR., Project Director

Prepared by the following project staff members:

JOHN BREEN
RICHARD CROMONIC
FREDERICK FRELOW
RICHARD MOORE

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PROJECT OVERVIEW

PROJECT OVERVIEW

The Office of Professional Development was organized in 1971 by former Associate Commissioner Charles Buzzell to administrate EPDA funds and to coordinate the approval of occupational instructors. Up until then, all the different supervisors separately approved instructors in their fields. It was anticipated that, in the long run, such approval would be centralized. This eventually was realized in the formation of the OPD.

By 1972-73, it was becoming clear to OPD staff members that a major overhaul was in order. The office was not prepared to handle the increased workload. Originally, the office staff knew the approval status of instructors throughout the state and constantly worked in the field to monitor Chapter 74 programs for compliance with the teacher approval factor (Factor #8). However, with the surge of new programs and larger regional-vocational schools, the OPD quite simply, got swamped. Ten regional schools were built within the entire 1960's; ten more have opened within the last four years. Each one has an average of 1400 students and an average of over 100 faculty members. The number of candidates seeking approval quintupled from 1969 to 1974. Of 7300 people on the master file, 2000 entered the process during FY 1975. This represents a 38 percent increase over FY 1974. Chapter 74 reimbursement payments for teacher salaries have been increasing by at least $5,000,000 a year. (It is important to note that until last year, such statistics were unavailable.)

As a result, the record-keeping system became antiquated. There was no knowledge of how many instructors there were, what their approval status was, where they worked or what they taught. Regulation of Chapter 74 programs was minimal and data for manpower planning was non-esxistent.

The need for such planning was acute in order to assist the L.E.A.' in locating approved personnel for their new programs. The need for regulation was critical as the amount of Chapter 74 funds going, out in reimbursement increased. The rapid growth was threatenting to obliterate any modicum of the regulatory duties and record-keeping frunctions of the OPD.

The OPD Project Planning Study was instituted in November of 1973 to establish methods for eliminating the aforementioned problems. The planning study established four general objectives in this regard:

1) Improve the record-keeping and Chapter 74 monitoring systems;
2) Provide more accurate and up-to-date information to L.E.A.'s;
3) Be able to determine manpower supply and demand throughout the state;
4) Provide more consistent and officient service to individual entering the teacher-training program.

The Planning Study formulated eleven project tasks as elemental in achieving these objectives. (see Appendix #1)

It spent $68,000 during the period 12/1/73 - 6/30/75 in performing these tasks. Most of this was spent on the salaries for one project director and a staff of 6 interns from 2 universities at both graduate and under graduate levels, 4 part-time clerks, one part-time legal and professional consultants.

The simplest way to achieve these objectives seemed to be to utilize the potential of the Department of Education's computer system. The plan was to put the OPD's existing records in order, develop and efficient system for approving instructors, put all records on the computer and also continue all further approvals through it. With the material on magnetic tape, the computer could automatically print approval cards serving as standardized credentials. Having up-todate print-outs would also make it possible to check Chapter 74 programs for compliance with approval Factor #8 (teacher approval) as stated in Chapter 74 and Bulletin 326.

The first thing that was needed was a realistic appraisal of the existing LEA personnel throughout the state in order to validate and update the existing files and records. The project developed and distributed a survey to 72 schools (project task #1). Months were spent in the agonizing task of matching the existing, unorganized files with the returned surveys so that all employed individuals would be on the computer. This was Project Task #2 and was central to progress in all four objectives. It was considered a priority to compile information on L.E.A. personnel first.

Twenty percent of the existing files were determined obsolete and were disposed of. This included, for example, individuals over 70 years old and individuals who had never taken any teacher training courses in at least four years.

An efficient and consistent approval system was synthesized from existing approval practices and policies into one approval process for the major approval areas for Guidance and Administration, Trade and Industry and Academic fields. (see Appendix

#3). The data was compiled, cross-referenced, and then key-punched and staged an magnetic tape. Once this was done, the computer was programmed to print approval cards and print-out lists of instructors alphabetically, numerically (by approval number) and by the school at which they were employed. The cards were mailed to provide an easy and consistent credentialing system and the lists provide current and concise reference sources for the OPD staff's use. This satisfied condition for tasks #3 and #4. (see Appendix #4)

Because having an approved staff is one of the approval factors (factor #8) for receiving Chapter 74 reimbursement funds, the computer was used to determine if programs receiving funds did indeed have approved instructors. (project task #5) The print-out school lists were matched by hand with the school's Faculty Register (Blank E). This audit was done twice. Ideally, everyone on the register would have been on the computer list as approved.

Such was not the case.

Virtually 10 percent of all instructors in Chapter 74 programs were not approved by the Division in Fiscal Year 1975. In addition there were a number of programs in the state receiving Chapter 74 monies that were either not reporting these programs to the Division or whose reports were not being checked. (see Appendix #5) This meant that over $3,000,000 of Chapter 74 Funds were being dispensed in disregard of the approval factors listed in Chapter 74 and Bulletin 326.

Legal research was started immediately in order to determine what powers or recourses the Division possessed withhold reimbursement as a measure to enforce compliance with approval factors. Research indicated that the Division does have this prerogative. However, it has never been used.

Such research was extended to other areas to aid in setting up definitive policies concerning many of the OPD's functions and to insure that it was not being left vulnerable to potential legal action against it. This legal research was important in setting up policies for keeping file records and disclosing their contents. It also resulted in the establishment of an appeals procedure for use by individuals who might wish to contest decisions made to refuse to grant or renew approval. (project task #10)

With the OPD now having accurate, up-do-date records of approved instructors, it could work towards the general objective of providing information to L.E.A.'s. The OPD had lists of approved instructors who were not employed in schools. By surveying these individuals, the project was able to develop a "Vocational Personnel Placement List" for schools to use to locate approved individuals for possible openings they might have. (project task #6) One master placement list and two updates have been published so far. The response has been very favorable.

The project has also institued a plan for recruiting minority groups into the teacher training program, especially for the metropolitan Boston Area. (project task #9)

Although the planning study began by only computerizing the records of administrative and guidance, academic and trade and industry instructors, a number of circumstances had led to OPD and project to increase its workload. The systematization of those records was such a success that other offices were invited to synchronize their approval processes with the computer so they could be incorporated into the process. This way a standard system encompassing all areas and methods of approval would make the Division's operations smoother and more efficient. Regionalization of the Division was also a factor: The OPD was envisioned as a central clearing-house for all approval processes and information. There were also areas such as Special Needs and Office Occupations that were never approved on a regular, consistent basis by the OPD. Agriculture, Health and Distributive Education were the first to become a part of the process, Office Occupations, Home Economics and Special Needs have followed. (see Appendix #4)

In addition to this, the project has drawn up new, more precise job titles, descriptions and requirements and published a booklet, "Occupational Teacher Approval Requirements and Policies," and distributed it to schools, regional offices and bureau chiefs. (project task #7)

As part of this development the information and processes are now being incorporated into the Vocational Data Bank through the Bureau of Administrative Services and Research Coordinating Unit. (project task #8) The project, being a pioneer in this area, has developed a new Blank E and Blank P (notification of appointment) and provided information and assistance for the RCU's own systemitization of the Division's entire Data Banks.

Naturally, all of the programs and tasks (i.e., Blank E and if, personnel placement list, approval cards and record up-dates) have been set up so as to be ongoing. (see Appendix #2) Only one of the tasks has been suspended, and that was due to circumstances completely beyond the OPD's or project staff's control (see project task #11).

PROJECT TASKS

Project Task #1: Survey all L.E.A. personnel

In November, 1973, packages of survey forms (see figure #1) were sent to the 73 vocational schools on the Division of Occupational Education's mailing list. These schools included all regional vocational technical schools, all municipal vocational schools, all Boston cooperative trade programs, all county agricultural schools, and all chapter 74 programs in comprehensive schools that had been identified as of November 1973.

Each faculty member required to be approved by the Division of Occupational Education was to complete a survey. They were collected by the schools and returned during the winter of 1973-74.

The survey was designed to elicit information that could be correlated with the material on file to provide the data necessary for the computer program.

Figure #1-1

The Commonwealth of Massachusetts
Department of Education
182 Tremont Street, Boston 02111

Division of
Occupational Education

Dear Occupational Educator:

The Division of Occupational Education is endeavoring, during fiscal year 1974, to systematize all aspects of its teacher approval and record-keeping procedures. This data report form is a most important step in achieving this goal and has been designed so that it will not consume too much of your teachers' time in completing it.

As some of you are aware, the Bureau of Research and Development has recently distributed similar forms, for completion by academic personnel. Our form complements this and reflects differences between Chapter 70 and Chapter 74 funding, as well as special reporting requirements under the Vocational Education Act.

During the course of this overall project, we will issue interim reports to you which we feel will prove most useful. Furthermore, the overall result of our professional development system analysis will enable all of us to make wiser choices in the training and utilization of instructional staff. There is, perhaps, no more crucial ingredient for a sound occupational education program.

For this reason, I urgently request that all information be given as accurately as possible and that your forms be returned, on or before December 10, 1973, to:

John P. Morine, Chief
Office of Professional Development
Division of Occupational Education
State Department of Education
182 Tremont Street
Boston, MA 02111

Thank you very much for your cooperation and assistance.

Sincerely,

Charles H Buzzell

Charles H. Buzzell
Associate Commissioner
Division of Occupational Education

3.

Code Number

A01 Superintendent/Director-Regional Schools
A02 Director
A03 Director-Occ. Ed. in Comp. H.S.
A04 Local Administrator-Voc. Ed.
A05 Director-Occ. Ed. in Comp. School System
A06 Career Information Specialist
A07 Counselor- Vocational Guidance
A08 Counselor-Placement
A09 Social Worker
A10 School Psychologist
A11 Director-Vocational Guidance
A12 Supervising Teacher
A13 Department Head
A14 Coordinator Co-op Programs Work Study
A15 Coordinator-Cooperative Programs
A16 Program Director
A17 Shop Supervisor
A18 Division Coordinator
A19 Instructor-Occ. Ed. in Comp. H. S.
A20 Educational Media Specialist
A21 Librarian
A22 Instructor-Trade and Industry
A23 Instructor-Agricultural Education
A24 Instructor-Part Time Co-op Education
A25 Instructor-Health Occupations
A26 Instructor-Office Occupations
A27 Instructor-Technical Education
A28 Instructor-Academic Subjects
A29 Instructor-Related Subjects
A30 Instructor-Evening Trade Extention
A31 Instructor-Private Trade Schools
A32 Instructor-Pre Vocational
A33 Coordinator-Distributive Education
A34 Career Development Coordinator
A35 Career Development Instructor
A36 Instructor Disadvantaged Program
A37 Instructor Handicapped Program
A40 Other

Trade Number

01 Auto Body
02 Auto Repair
03 House Carpentry
04 Mill Carpentry
05 Cabinet Making
06 Commercial Art
07 Culinary Art
08 Baking
09 Clothing
10 Data Processing
11 Electrical
12 Drafting
13 Machine Drafting
14 Electro-Mechanical Drafting
15 Electronics
16 Machine Shop
17 Sheet Metal
18 Metal Fabrication
19 Precision Sheet Metal
20 Commercial Design
21 Graphic Arts
22 Letterpress Printing
23 Letterpress Composition
24 Offset Printing
25 Offset Preparation
26 Mechanical Drawing
27 Patternmaking
28 Mechanical Technology
29 Machine Shop Inspector
30 Upholstory
31 Welding
32 Painting & Decorating
33 Plumbing & Heating
34 Cosmetology
35 Power Stitching
36 Structural Woodworking
37 Structural-Drafting
38 Shoe School Instructor
39 Plant Maintenence
40 Unit Record Control
41 Key Board Skills
42 Foundry
43 Air Condition & Refrigeration
44 Radio & Television
45 Oil Burner
46 Math
47 Science
48 English
49 History
50 Automotive Machinest
51 LPN Program
52 Practical Nurse Program
53 Para-Medical Program
54 Dental Assistant Program
55 Nursing Aid Program
56 Health Care Program
57 Technical Illustration
58 HVAC Design
59 Boat Building
60 Other

Type of Approval

W - Waiver

P - Provisional

F - Full

1973-1974

PROFESSIONAL STAFF SURVEY

1. School Name ________________________ Code Number

System __ __ __

School __ __ __

2. Name ____________________ Social Security Number ____________

Address ____________________ Phone Number ____________________

____________________ Date of Birth ____________________

3.

Code Number	Trade Number	Job Title	Date	Type of Approval
______	______	______________	__/__/__	______
______	______	______________	__/__/__	______
______	______	______________	__/__/__	______

4.

	Exam Title	Location	Date
1.	____________________	______________	__________
2.	____________________	______________	__________
3.	____________________	______________	__________

5. Teaching Experience

School	Dates
____________________________	______________
____________________________	______________
____________________________	______________

6. Approval Number __ __ __ __ __ __

Project Task #2: Improve the record keeping system for the OPD.

From December 1973 through February 1974, while the professional staff survey forms were being returned, the OPD labored to put its files in order so that these surveys could be effectively used to further update them. At that time, approval records were not in systematic order because: 1) Many individuals' files were incomplete or outdated; 2) They were physically difficult to manipulate (i.e., many of the records were not in folders, were loose, tattered, damaged); 3) They were in three sections: those instructors who were thought to be employed were filed alphabetically under their school; there was a large alphabetical unemployed file; and finally, there was a large mass of old applications stored in cardboard boxes. There were approximately 9000 files in disarray.

The tedious and slow task of restoring order to the files was begun at this time. Two part-time clerks were employed along with a Northeastern University co-op student to complete this step.

Once these records were in a semblance of order, the staff began matching the returned surveys with the information contained within the files. This was another long and painstaking task. Initially, the staff only attempted to match up surveys of those instructors contained in the OPD files (this excluded Health, Home Economics, Distributive Education and Agriculture). The excluded surveys were given to the appropriate offices.

The information contained within each survey had to be compared to the information on file. For example, the most current address had to be obtained to transmit to the computer. The information was coded onto data sheets (see fig. #2-1) then keypunched and put on magnetic tape. Surveys for which no application could be found were also added to the master file but coded in such a way as to distinguish them from the others. The regular staff of the Bureau of Research, Planning and Evaluation could not handle this extra keypunching load, so the project hired a temporary, part-time keypuncher to expedite the processing of this data.

Preliminary alphabetical, numerical and school lists (see figs. #2-2,2-3,2-4) were then printed out. In April, 1974 each school list was sent to the director with instructions on how to interpret the computer printout (see Fig. #2-5). Each director was asked to update any information that appeared to be erroneous or incomplete.

While waiting for this information from the directors, the project staff started to work on the great morass of files for unemployed individuals. Virtually 20 percent of these files were disposed of. This included records of persons over 70 years of age, individuals who had failed an exam before 1971 and never reapplied and individuals who had passed an exam before 1969 but had never taken any teacher-training courses. This was referred to in the office as "purging the files."

After the purge, the staff evaluated each remaining file, compiled a data sheet on it and sent the data to be added onto the computer master file.

Meanwhile, the directors' changes were being verified and keypunched so as to update the data already on tape. After this was completed, school lists were again compiled and mailed to the directors for a final check in June.

During this time, the OPD staff was familiarized with the computerization process in order to allow them to utilize the output in their everyday operations. A large bulk of the OPD's workload consists of answering inquiries from everyone from superintendent-directors to applicants who have only just entered the process; the print-outs have been found to be successful in enabling the OPD to handle these questions more quickly and accurately. The print-outs have also aided the staff in handling sundry evidence that is received as a routine part of processing the applications. The listings and statistics provided in the print-outs have given the OPD a better picture of the current situation in teacher approval throughout the commonwealth and thus were important in fulfilling all four general objectives. (See project task #3).

It was important for the OPD staff to learn how to interpret the computer listings and various aopproval codes and how to make changes to the master file. (See Fig. #2-6) The project staff also worked with the OPD to coordinate the OPD functions with the scheduling of new listings and updates.

As soon as the final changes were added to the master file, approval cards were printed off the computer and mailed. This was done in August 1974. About 4700 cards went out in the first batch.

At this point the day-to-day operations of the OPD began to function through the computer system.

Cards were mailed out to all individuals, both employed and unemployed who were either full or provisionally approved. The project and OPD staff prepared to work together to handle the large number of problems and questions that resulted from the initial mailing out of the cards. While handling this task the project staff also began to meet with the supervisors in the Bureau of Program Services who handle approvals in their areas of specialty (i.e., Health, Home Economics, Distributive Education, Agriculture). The advantages of switching their approval processes over to the computer system were explained. The same method of using the staff survey forms was employed to gather the data for each of these areas. Preliminary lists were compiled and checked by the supervisors before cards were issued in the fall, winter and spring of 1974-75 (see project task #4 and Appendix #4).

The computerization of all teacher approval records is now completed. The system is operating successfully in all fields.

RECOMMENDATIONS:

1) The project staff's contacts with LEA administrators have shown that there

is confusion caused by the fact that the 13 percent of instructors who are approved by offices other than the OPD are, in fact, approved by 4 separate offices. Since several of the supervisors responsible for these approvals will be assuming new duties due to regionalization and since the records for these fields are already on computer, to which the OPD and project staff has the greatest access, it is strongly recommended that the OPD assume responsibility for all teacher approvals and record keeping in these fields.

Figure #2-1

DIVISION OF OCCUPATIONAL EDUCATION

Approval Number 000000

Status 1

Date of Approval 9/1/75

Fields of Approval T01, ___, ___

Program 1

Last Name Duke

First Name Raoul

Middle Initial D

Street Name and Numbed 4 Foundry St.

City Fitchburg

State Mass

Zip Code 01830

Social Security 45623-6789

Date of Birth 8/5/42

School Number 853-605

```
SYS SCH PROG          /FIELDS OF CERTIFICATION/     Figure #2-2       /DATES OF CERTIFICATION/                                    DATE
5003292 1 ADAMS         KARL          26 OLIVER ST                  MALDEN          MASS        020-40-8087  08/01/50        00042
823 605 1 B50                                                               07/08/75                                       09/04/75
5009533 1 ALLARD        JOSEPH      R 11 SICARD AVE                 DRACUT          MASS 01826  022-32-5297  01/01/46        00042
828 605 1 B67                                                               08/26/75                                       09/04/75
5010845 1 ANDERSON      KATHERINE   F 168 HART ST                   TAUNTON         MASS 02780  016-36-3644  01/01/50        00042
810 605 1 B67                                                               08/05/75                                       09/04/75
5010858 2 ANN MARIE     ANN         M 44 FREMONT ST                 LOWELL          MASS 01850  014-42-3913  01/01/53        00042
000 000 0 B50                                                               08/05/75                                       09/04/75
5002434 1 ARCADIPANE    JOHN        R 26 PRINCETON                  E BOSTON        MASS 02128  014-22-3422  01/22/30        00042
035 610 1 T09 A05                                                           08/30/75                                       09/04/75
5010784 1 AUDETTE       STEPHEN     P 82 CHURCH STREET              NORTHBOROUGH    MASS 01532  015-38-2682  11/21/51        00042
000 000 0 B52                                                               08/01/75                                       09/04/75
5010771 2 AUSTIN        PATRICIA    V 146 ARLINGTON RD              WOBURN          MASS        014-44-3691  01/01/53        00042
000 000 0 B67                                                               08/04/75                                       09/04/75
5009065 4 BEAUREGARD    PETER       W 95 EMERSON ST                 HAVERHILL       MASS 01830     -  -      01/01/50        00042
000 000 0 T05                                                               11/02/74                                       09/04/75
5009905 1 BELISLE       COLLEEN     M 66 FOREST DRIVE               HOLYOKE         MASS 01040  022-44-7543  01/01/52        00042
000 000 0 B68                                                               08/28/75                                       09/04/75
5001736 2 BLAIR         JAMES         P O BOX 175                   NORTH UXBRIDGE  MASS 01538  022-40-4254  07/17/49        00042
829 605 1 B68                                                               01/24/74                                       09/04/75
5002130 1 BREITENBACH   RONALD      W 25 CHESTNUT ST                HYDE PARK       MASS 02136  026-34-7972    /  /          00042
000 000 0 T26                                                               08/29/75                                       09/04/75
5010564 1 CARANFA       JANICE     -- C/O NORTHEAST MET VOC H S     WAKEFIELD       MASS 01880     -  -        /  /          00042
853 605 1 A36                                                               06/04/75                                       09/04/75
5009077 2 CHURCHILL     THOMAS      H 503 MAIN ST                   MANSFIELD       MASS 02048  034-34-6943  01/01/47        00042
000 000 0 T20                                                               08/12/75                                       09/04/75
5009184 1 CONOLE        KATHLEEN      200 MERRILL LANE              DRACUT          MASS 01826  003-38-8317    /  /          00042
828 605 0 B53                                                               08/26/75                                       09/04/75
5008465 1 CROSBY        DAVID       R RFD 2 BOX 572                 BUZZARD BAY     MASS 02532  032-28-5612    /  /          00042
879 605 1 A07 T25                                                           08/29/74                                       09/04/75
5004936 1 DANIELS       LOUIS       F 1 ALLSTON DRIVE               WALPOLE         MASS           -  -      12/12/21        00042
000 000 0 T55                                                               04/03/57                                       09/04/75
5005549 1 DERATANY      HABIB    ...C 200 CHURCH ST                 WEST ROXBURY    MASS 02132  030-07-6089  02/20/10        00042
035 000 0 T09 A05                                                           06/30/75                                       09/04/75
5009414 4 DESROCHERS    RICHARD     J 29 KELLEY RD                  W HARWICH       MASS 02671  034-14-5338  01/01/35        00042
000 000 0 T23                                                               11/09/74                                       09/04/75
5009403 2 FREDEN        WILLIAM     R 733 PLAIN ST ROUTE 139        MARSHFIELD      MASS 02050  016-28-5360  01/01/34        00042
000 000 0 T09                                                               08/25/75                                       09/04/75
5009186 1 GALLAGHER     JOAN        P 9 HARRIS AVE                  LOWELL          MASS 01851  032-40-6955    /  /          00042
828 605 0 B67                                                               08/26/75                                       09/04/75
5009150 1 GUTHRIE       ROLAND      H 1614 VARNUM AVE               LOWELL          MASS 01854  006-38-0260  01/01/48        00042
828 605 0 B68                                                               08/26/75                                       09/04/75
5007406 1 HARRINGTON    GEORGE        CHESTER AVE                   TYNGSBORO       MASS 01879     -  -      01/01/32        00042
000 000 0 T07 T08 T09                                                       05/07/75                                       09/04/75
5007401 1 HEIFETZ       ELEANOR     J 4 FLORENCE RD                 LOWELL          MASS 01851  025-36-5682  01/01/52        00042
828 605 0 B51                                                               08/26/75                                       09/04/75
5008052 1 HICKS         NANCY       M 72 EAST WATER ST              NO ANDOVER      MASS 01845  026-30-8812    /  /          00042
000 000 0 B67                                                               08/26/75                                       09/04/75
5010821 1 HOFELLER      SUSAN       F 11 WORCESTER ST               GRAFTON         MASS 01519  021-42-5755  01/01/51        00042
876 605 1 F58                                                               08/25/75                                       09/04/75
5010879 2 JANSONE       CHARLES     A 79 C OLD IRONSIDES WAY        CHARLESTOWN     MASS 02129  015-44-1929  01/01/51        00042
000 000 0 T01 T02                                                           08/13/75                                       09/04/75
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OFFICE OF PROFESSIONAL DEVELOPEMENT / OCCUPATIONAL  126  AS OF 12 070          TYPE= ALL  SEQ= ALPHA              RUNDATE 03/1

  ID  STATUS          NAME                           STREET                      CITY           ST   ZIP    SSN            D.O.B              BATCH
SYS SCH PROG                    /FIELDS OF CERTIFICATION/                              /DATES OF CERTIFICATION/                                    DATE
5003032 4 ROGERS          ALBERT        M 196 GRANVILLE RD               WESTFIELD      MASS          032-16-3453    04/21/27           C010A
325 609 1 B53                                                                  03/15/74                                                   04/11/74
5003033 1 SCHWABER        THOMAS        F 169 SOUTHWICK RD               WESTFIELD      MASS          045-36-2785    08/23/44           C0408
325 605 1 B51 B53                                                              04/16/70                                                   01/08/75
5003034 1 SIMMITT         FRANCIS       J 20 CROSS ST                    WESTFIELD      MASS          021-30-4681    06/05/42           A012A
325 605 1 T31                                                                  03/26/70                                                   03/04/74
5003035 1 SLIWA           EDWARD        A 140 STATE ST                   CHICOPEE       MASS 01013    022-24-1339    12/08/29           A012A
325 605 1 T55                                                                  04/17/63                                                   03/04/74
5003036 1 STEDMAN         RICHARD       T 989 SOUTH EAST ST              AMHERST        MASS 01002    021-24-2911    06/11/30           A012A
325 605 1 T02                                                                  10/31/67                                                   03/04/74
5003037 1 STONE           JANINA        F 206 WESTERN CIRCLE             WESTFIELD      MASS          032-12-0599    08/17/25           A012A
325 605 1 B69                                                                  07/19/68                                                   03/04/74
5003038 1 TARASKA         TADEUS        J CRESCENT LAKE DRIVE            E LONGMEADOW   MASS 01028    020-09-4757    11/14/19           A012A
325 605 1 C23                                                                  04/09/62                                                   03/04/74
5003039 1 TENERO          STANLEY       F 202 JACKSON ST                 NORTHAMPTON    MASS 01060    026-16-8397    05/08/24           A012A
325 605 1 C13                                                                  03/30/59                                                   03/04/74
5003040 1 TENEROWICZ      HENRY         J 146 SANDY HILL RD              WESTFIELD      MASS 01085    022-16-4763    07/26/22           A012A
325 605 1 T55                                                                  07/24764                                                   03/04/74
5003041 1 WRIGHT          CARL          W 23 MERRILL                     WILBRAHAM      MASS          022-12-5715    04/28/24           A012A
325 605 1 T02                                                                  04/09/62                                                   03/04/74
5003042 1 WROBLESKI       EDWARD        H 40 RUGBY ST                    HOLYOKE        MASS 01040        -  -       06/01/19           A012A
325 605 1 T31                                                                  03/26/63                                                   03/04/74
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Figure #2-3

Figure #2-4

ID SYS	STATUS SCH PRG	NAME		STREET /FIELDS OF CERTIFICATION/	CITY	ST	ZIP	SSN /DATES OF CERTIFICATION/	D.O.B	BATCH DATE
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5001183	1	[illegible]	ROBERT	F 46 LOVERING ST	MEDWAY	MASS	02053	015-30-6446	04/22/38	A003A
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5001186	1	[illegible]	HAROLD	W 44 HARTFORD AVE	W UPTON	MASS		137-32-3411	09/24/41	C046B
5001187	1	[illegible]	JOHN	C 8 [illegible] RD	NORTHBORO	MASS		021-26-2470	12/30/35	A003A
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5001190	1	[illegible]	ARTHUR	A 27 FITCHBURG ST	MARLBORO	MASS		026-20-7043	07/23/25	A003A
5001191	1	[illegible]	SAMUEL	L 34 [illegible] ST	WORCESTER	MASS		021-12-6565	04/13/23	A003A
5001192	4	[illegible]	[illegible]	F 55 [illegible] APT 4	STOUGHTON	MASS		021-30-6261	11/15/39	C046B
5001194	1	[illegible]	ROBERT	18 [illegible] RD	SLATERSVILLE	R I		036-32-6444	10/31/48	C046B
5001195	1	[illegible]	JOHN	J 2 [illegible]	WORCESTER	MASS	01604	030-36-0041	05/02/47	C0026
5001196	1	[illegible]	JOHN	A [illegible]	EAST DOUGLAS	MASS		015-34-3797	05/18/44	C046B
5001197	1	[illegible]	ROBERT	E 13[illegible] WEST RIVER ST	UPTON	MASS		015-28-4324	02/09/37	C002B
5001198	1	[illegible]	[illegible]	A 24[illegible] CHURCH ST	NORTHBRIDGE	MASS		016-18-1642	10/16/19	A003A
5001199	2	[illegible]	WILLIAM	22 [illegible] RD	NORTHBRIDGE	MASS		021-03-7359	06/26/16	A003A
5001201	1	[illegible]	PAUL	5 [illegible] AVE	MILLBURY	MASS	01527	013-30-3471	02/24/36	A003A
5001202	1	[illegible]	STANLEY	J 17 [illegible] ST	SHREWSBURY	MASS		021-07-4352	06/30/16	A017A
5001203	1	[illegible]	[illegible]	F 3 [illegible] ST	W UPTON	MASS	01587	021-26-0626	07/28/36	C0013
5001204	1	[illegible]	FRANCIS	J 7 SUNSET DR	NORTHBORO	MASS	01532	019-16-7501	06/12/23	C0026
5001205	1	[illegible]	[illegible]	12 FOREST	WHITINSVILLE	MASS	01588	019-20-1309	05/24/25	A003A
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5001208	1	[illegible]	PETER	P 78 [illegible] ST	ANDOVER	MASS	01610	018-07-[illegible]	10/14/15	C0028
5001209	1	[illegible]	WILLIAM	A 76 [illegible] ST	SPENCER	MASS		- -	03/05/20	A003A
5001210	2	[illegible]	THOMAS	3273 MAIN RD	TIVERTON	RI		031-20-1754	01/16/28	A003A
5001211	1	[illegible]	JOHN	M 35[illegible] FLETCHER ST	WHITINSVILLE	MASS		031-13-0620	06/02/26	C014B
5001212	1	[illegible]	CHARLES	J 9[illegible] HILL ST	WHITINSVILLE	MASS		025-29-6438	11/25/32	A003A
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5001215	1	[illegible]	WILLIAM	J 1[illegible] BLACKSTONE ST	BLACKSTONE	MASS	01504	011-30-8140	10/22/37	A017A
5001216	1	[illegible]	PETER	C 10[illegible] WEST ASHLAND	BROCKTON	MASS		014-34-4993	06/16/47	A003A
5001217	1	[illegible]	FRANK	G 14 [illegible] ST	HUDSON	MASS	01749	027-22-2050	04/01/31	A003A
5001218	1	[illegible]	[illegible]	B 19 JOHNSON ST	MILLBURY	MASS	01527	025-34-5616	12/17/44	A003A
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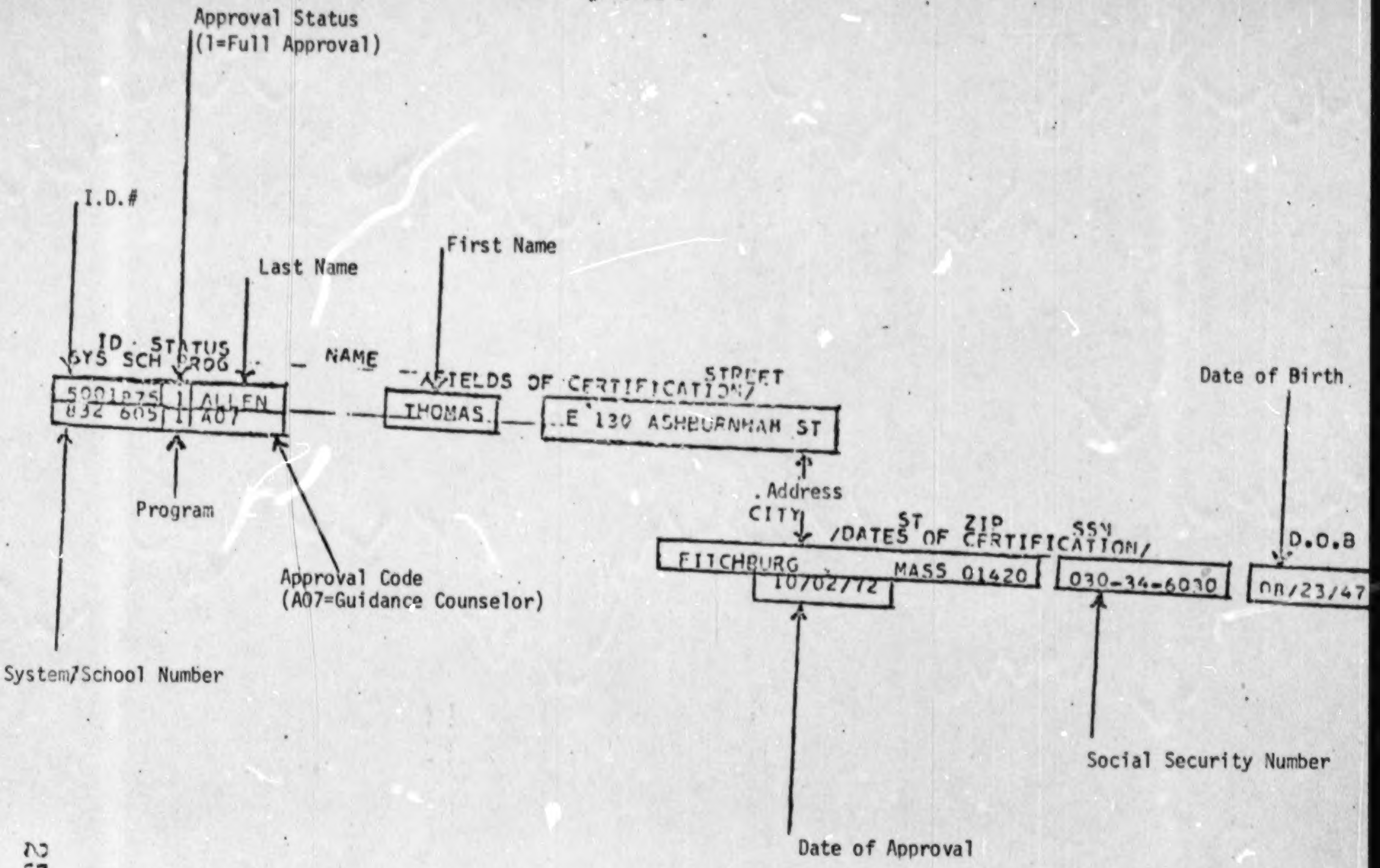
5001221	1	[illegible]	PAUL	J 12 [illegible] DR	GRAFTON	MASS	01519	034-18-1117	01/25/12	A017A
5001222	1	[illegible]	CARL	7 LANCASTER DR	NASHUA	N H	03060	033-10-1137	02/12/15	C040B
5001223	1	[illegible]	DAVID	J 18 [illegible] ST	WEBSTER	MASS	01570	023-36-6248	05/29/47	A003A
5001224	1	[illegible]	JAMES	L 3[illegible] MAIN ST	SO GRAFTON	MASS		010-14-3692	04/16/21	A003A
5001225	1	[illegible]	[illegible]	J 21 [illegible] ST	WORCESTER	MASS	01604	027-12-2843	02/16/24	A003A
5001226	1	[illegible]	RICHARD	G 29 GREENWOOD ST	WORCESTER	MASS	01607	014-28-1903	02/08/36	A003A
5001227	1	[illegible]	EVERETT	A 3[illegible] [illegible] ST	HOPEDALE	MASS		034-20-3156	11/17/27	A003A
5001228	1	[illegible]	RICHARD	A 11[illegible] PLEASANT ST	GLOUCESTER	MASS		018-34-4894	07/26/45	C046B
5001229	1	[illegible]	THOMAS	C 27 [illegible] CT	CAMBRIDGE	MASS	02138	021-40-9849	10/04/50	C046B
5001230	4	[illegible]	JAMES	F [illegible] SHORE RD	REVERE	MASS	02151	031-34-2216	06/22/50	C041A
5001231	1	[illegible]	FLOYD	L [illegible] COLLINS ST	DANVERS	MASS	01923	015-22-5550	12/23/27	A017A
5001234	4	[illegible]	[illegible]	4 [illegible] ST	PEABODY	MASS		016-09-5307	09/21/19	C041A
5001235	1	[illegible]	JOHN	4[illegible] NORTH BORDER RD	WINCHESTER	MASS	01890	011-10-3376	08/15/12	A016A
5001236	1	[illegible]	ROBERT	G 277 [illegible]SFIELD ST	[illegible]	MASS		027-24-3745	01/01/36	C0026
5001237	1	[illegible]	ROY	J [illegible]WATER RD	EXETER	N H		023-24-1206	12/28/33	A001A
5001238	1	[illegible]	FRANCIS	J 1 [illegible] ST	METHUEN	MASS		002-30-5896	12/01/41	A001A
5001239	1	[illegible]	[illegible]	H 5[illegible] [illegible] ST	DANVERS	MASS		029-12-0670	04/05/22	A001A
5001240	1	[illegible]	THOMAS	44 PIERSON ST	BEVERLY	MASS		010-01-2727	02/23/16	A001A
5001241	1	[illegible]	ROBERT	J 17 KITTREDGE ST	BEVERLY	MASS		029-12-5596	09/23/24	C037B
5001242	1	[illegible]	KENNETH	F 2 [illegible] DR	GLOUCESTER	MASS	01930	024-22-9450	08/15/34	A001A
5001243	1	[illegible]	FRANCIS	J 76 [illegible] ST	BEVERLY	MASS		015-22-9396	02/07/28	A001A
5001244	1	[illegible]	DOMINIC	A 13 HOG HILL RD	PEABODY	MASS	01960	031-14-2844	03/11/27	C046B

Figure #2-5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(1=Full Approval)
I.D.#
Last Name
First Name
ID STATUS
SYS SCH PROG
NAME
FIELDS OF CERTIFICATION
STREET
5001875
1
ALLEN
832 605
1
A07
THOMAS.
E 130 ASHBURNHAM ST
Program
Approval Code
(A07=Guidance Counselor)
System/School Number
. Address
CITY
ST
ZIP
/DATES OF CERTIFICATION/
SSN
FITCHBURG
MASS 01420
10/02/72
030-34-6030
D.O.B
08/23/47
Date of Birth
Date of Approval
Social Security Number

Figure #2-6

APPROVAL CODE

A01	Superintendent/Director-Regional Vocational School
A02	Assistant Superintendent/Director-Regional Vocational School
A03	Director-Vocational High School
A04	Assistant Director-Vocational High School
A05	Director of Occupational Education in a Comp. School System
A06	Director of Vocational Guidance/Pupil Personnel Services
A07	Counselor Vocational Guidance
A08	Counselor Vocational Placement
A09	Career Information Specialist
A10	Social Worker-Vocational High School
A11	School Psychologist-Vocational High School
A12	Adjustment Counselor-Vocational School
A13	Director of Post-Secondary Technical Institute
A14	Director Evening Adult Education
A15	Coordinator Technical Education in a Vocational High School
A16	Coordinator of a Vocational Program in a Vocational High School
A17	Coordinator of Career Education in a Regional Vocational School District
A18	Coordinator of an Academic Program in a Vocational School
A19	Coordinator of Allied Health Professions
A20	Coordinator of Cooperative Education
A21	Coordinator/Instructor of Distributive Education
A22	Coordinator of Special Needs
A23	Coordinator Work-Study
A24	Educational Media Specialist in A Vocational High School
A25	Librarian in a Vocational High School
C	Department Chairman
T	Instructor - Trade and Industry

H Instructor-Health Service

P Instructor-Post-Secondary

B Instructor-Academic in a Vocational School

E Instructor-Career Education in a Comp. School System

F Instructor-Home Economics in a Vocational School

G Instructor Agriculture

A26 Instructor/Coordinator Distributive Education

~~A27 Instructor-Disadvantaged~~

A28 Instructor-Special Needs

A29 Instructor-Handicapped

A30 Instructor-Apprenticeship Training

A31 Instructor-Evening Trade Extension/Preparatory

A32 Instructor-Evening Practical Arts

A33 Instructor-Private Trade School

A34 Teacher Aide-Special Needs

A35 Teacher Aide-Vocational School

A36 Other

01 Automotive Body Repair
02 Automotive Repair
03 Automotive Machinist
04 Automotive Electrical Systems
05 Diesel Mechanics
06 Small Engine Repair
07 House Carpentry
08 Mill Carpentry
09 Cabinetmaking
10 Boat Building
11 Trowel Trades
12 Painting and Decorating
13 Machine Drafting
14 Architectural Drafting
15 Structural Drafting
16 Electro-Mechanical Drafting
17 Letterpress Press Work
18 Copy Preparation
19 Offset Press Work
20 Offset Preparation
21 Commercial Design
22 Technical Illustrator
23 Electrical
24 Plumbing and Pipefitting
25 Culinary Arts-Chef
26 Culinary Arts-Baking 27
27 Upholstery
28 Cosmetology
29 Air Conditioning and Refrigeration
30 Radio and T.v.Repairman
31 Machine Shop
32 General Sheet Metal
33 Precision Sheet Metal
34 Metal Fabrication
35 Welding
36 Health Services Assistant Program
37 Health Career Education Programs
38 Dietary Aide Programs
39 Dental Laboratory Technology Program
40 Practical Nurse Program
41 Dental Assistant Program
42 Dental Auxillary Sciences
43 Medical Assistant Programs
44 Health Education Aide Programs
45 Medical Laboratory/Medical Technology Programs
46 Medical Secretary/Records Programs
47 Animal Science
48 Plant Science
49 Agricultural Mechanics
50 Mathematics
51 English
52 Science
53 Social Studies
54 Data Processing
55 Electronics
56 Shoe School Instructor

57 Plant Maintenance
58 Child Development
59 Early Childhood Education
60 Foods and Nutrition
61 Food Management and Services
62 Clothing and Fashion Design
63 Family Relations
64 Home Management
65 Consumer Education
66 Textiles
67 Other
68 Physical Education
69 Reading
70 Media
71 Plastics
72 Major Appliance
73 Academic
74 Drafting
75 Carpentry
76 Printing
77 Metals

STATUS

1. Full Approval
2. Provisional
3. Waiver
4. Non Approved

PROGRAM

1. Full Time Day- secondary
2. Post-secondary
3. Evening Practical Arts
4. Apprentice Training
5. Evening Adult Education

Project Task #3: Improve data needed for OPD planning.

Although there has long been general agreement that the number of people seeking approval as occupational instructors has grown tremendously, the OPD was, for a long time, incapable of accurately assessing the parameters and directions of this growth. The OPD had no precise figures for how many approved instructors there were in the Commonwealth, how many were teaching, how many different Chapter 74 programs were in existence or what the distribution by field of study, of teachers was. Without this information, it was exceeding difficult for the OPD to make decisions concerning E.P.D.A. funding, temporary conditional approvals, the administering of proficiency exams and advice and assistance to L.E.A.'s planning for expansion or new programs.

The computerization has made accurate statistical information available for the first time.

By compiling the output of the computer master file, the survey for the "Vocational Personnel Placement List" (see project task # 6), the statistics for Chapter 74 reimbursement and the results of the audits of the Blank E (see project task #5), the staff was able to develop a better statistical profile of the trends affecting the OPD's operations. (see Figs. # 3-1,3-2, and 3-3).

The total master file increased by 38% in fiscal Year 1975. A total of 7300 people are now on the file; approximately 2000 entered the process last year. If the OPD assumes the responsibility for approving Health, Home Economics, Distributive Education and Agriculture, it will mean an additional processing of 250-300 applicants per year. In such an event, the OPD will have to adjust to the increased workload and new approval processes. An accurate projection of these needs is important for policies even to the point of influencing such mundane concerns as the amount of file space needed and the number of new applications to print up.

The computer has the capability to sort and print out the data to give us lists by field of approval. This can be used in handling requests for temporary conditional approvals and aiding schools in finding instructors for programs.

Breaking down the available Chapter 74 reimbursement figures by school system and cross-referencing them with the printout from the computerized teacher approval records has enabled the project staff to isolate Chapter 74 programs that have not been included in the OPD's operations.

RECOMMENDATIONS:

1) The OPD has an excellent opportunity to expend its statistical base through successful interface with the developing vocational data bank (see project Task #8). It is strongly recommended that it work closely with the Bureau of Administrative Services and Research Coordinating Unit in achieving this goal.

2) The OPD should circulate its statistical results and profiles throughout the division and regional offices to assist in the overall planning operations of entire division.

3) The OPD should continue to locate and incorporate into its regulatory system Chapter 74 programs that may exist throughout the Commonwealth.

4) More efficient use of the data and statistical results should be made by the OPD to ensure effective planning for: 1) recommending action on Temporary Conditional Approval Requests. 2) The administering of exams, particularly in determining whether certain exams should or should not be given in the event of an oversupply of available teachers in certain fields.

Figure #3-1

OFFICE OF PROFESSIONAL DEVELOPMENT STATISTICS (As of 6/30/75)

Total Listed on Master File= 7300

Approval Status

Full	4210
Provisional	1928
Temp. Cond.	30
Unapproved	1132

Program Area

Guidance and Administration	862	12%
Academic	2016	27%
Trade and Industry	4096	56%
Health, D.E., Home Ec., Ag.	1185	15%

Employment Status

Employed	3068
Unemployed	4232

New Applicants in FY 75

Total Handled by OPD 2102

Trade and Industry	1186
Academic, Adm. and Guid.	916

Total Master File increased 38% in FY 75.

* * *

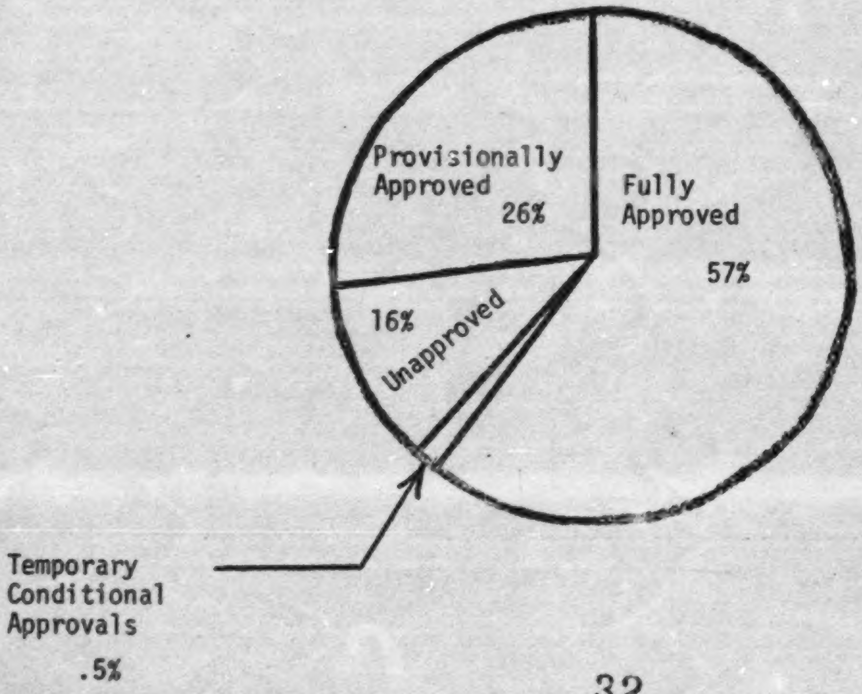

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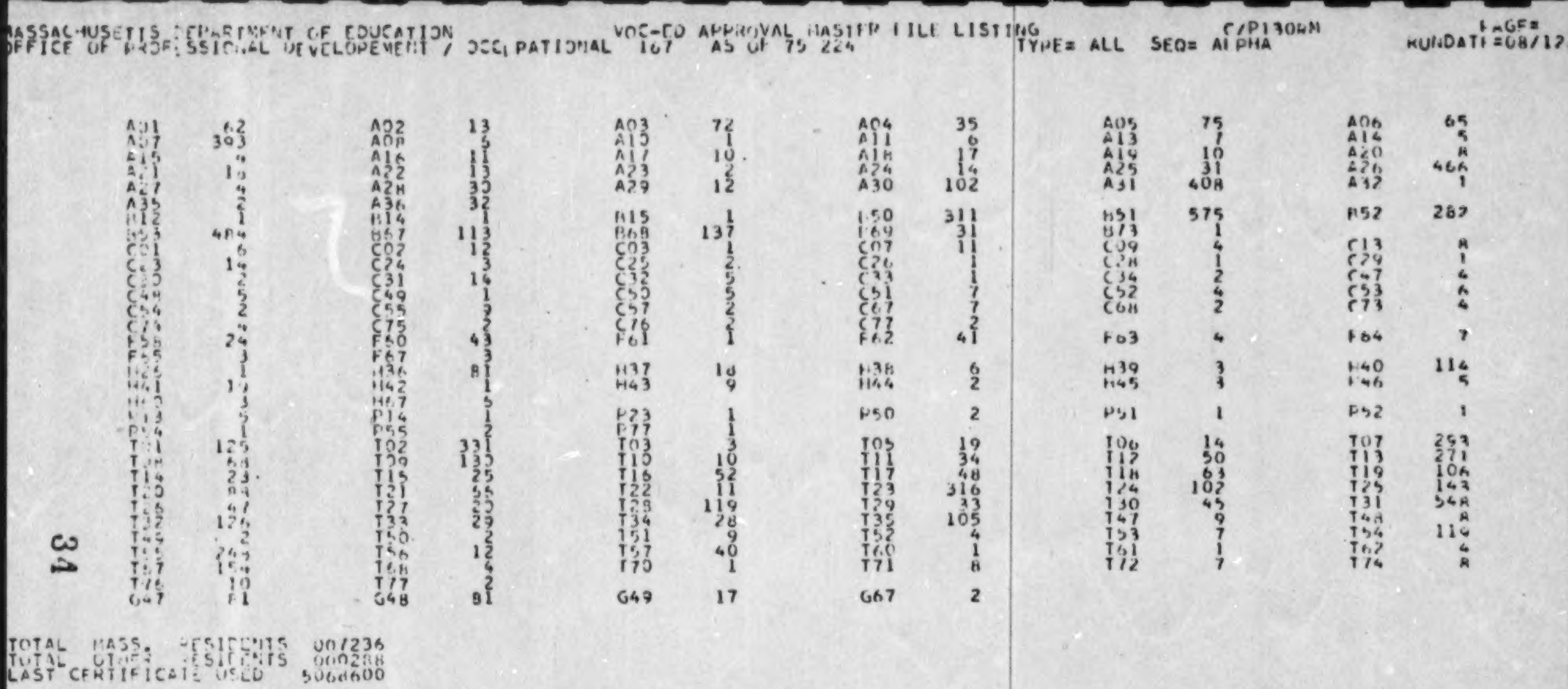
Figure #3-2



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    A21     10        A22     13        A23      2        A24     14          A25     31        A26    468
    A27      4        A28     30        A29     12        A30    102          A31    408        A32      1
    A35      2        A36     32
    B12      1        B14      1        B15      1        B50    311          B51    575        B52    282
    B63    484        B67    113        B68    137        B69     31          B73      1
    C01      6        C02     12        C03      1        C07     11          C09      4        C13      8
    C23     14        C24      3        C25      2.       C26      1          C28      1        C29      1
    C30      2        C31     16        C32      5        C33      1          C34      2        C47      4
    C48      5        C49      1        C50      5        C51      7          C52      4        C53      6
    C54      2        C55      3        C57      2        C67      7          C68      2        C73      4
    C74      4        C75      2        C76      2        C77      2
    F55     24        F60     43        F61      1        F62     41          F63      4        F64      7
    F65      3        F67      3
    H35      1        H36     81        H37     18        H38      6          H39      3        H40    114
    H41     10        H42      1        H43      9        H44      2          H45      3        H46      5
    H60      3        H67      5
    P13      5        P14      1        P23      1        P50      2          P51      1        P52      1
    P54      1        P55      2        P77      1
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TOTAL  MASS.  RESIDENTS  007236
TOTAL  OTHER  RESIDENTS  000288
LAST CERTIFICATE USED    5068600
```

Figure #3-3

Project Task #4: Provide uniform credentials for vocational personnel throughout Massachusetts.

Because of the growing number of instructors teaching in more and more diversified fields, there was a serious need to have a more universal method of validating their approval status. Since the inception of Chapter 74 in Massachusetts, there was no standard credentials for vocational instructors. The office provided letters of approval. This practice was subject to the disadvantages of the letters having many different styles and forms; they were easily lost or forged; were prone to deterioration with age; were not comprehensive (i.e., a person approved in many fields woyld be forced to keep a sheaf of such letters); in general, they had no officious quality to them.

The project found that with the teacher approval records on computer file, the computer could easily go back and print an official approval card (see Fig. #4-1) for each approved instructor. Such credentialing provided clear, simple validation of the instructors' meeting of state approval requirements. The response from vocational administrators was favorable; they found that the use of such cards made it easier for them to determine an instructor's approval status. The response from instructors was also good because they were pleased to have definitive approval from the Division.

Cards for all vocational instructors and administrators, academic teachers, guidance counselors, allied health services instructors and agricultural instructors were printed and mailed in October of 1974. Both cards for provisional and full approval were issued. The card also informed the person of his or her official approval number, status and field.

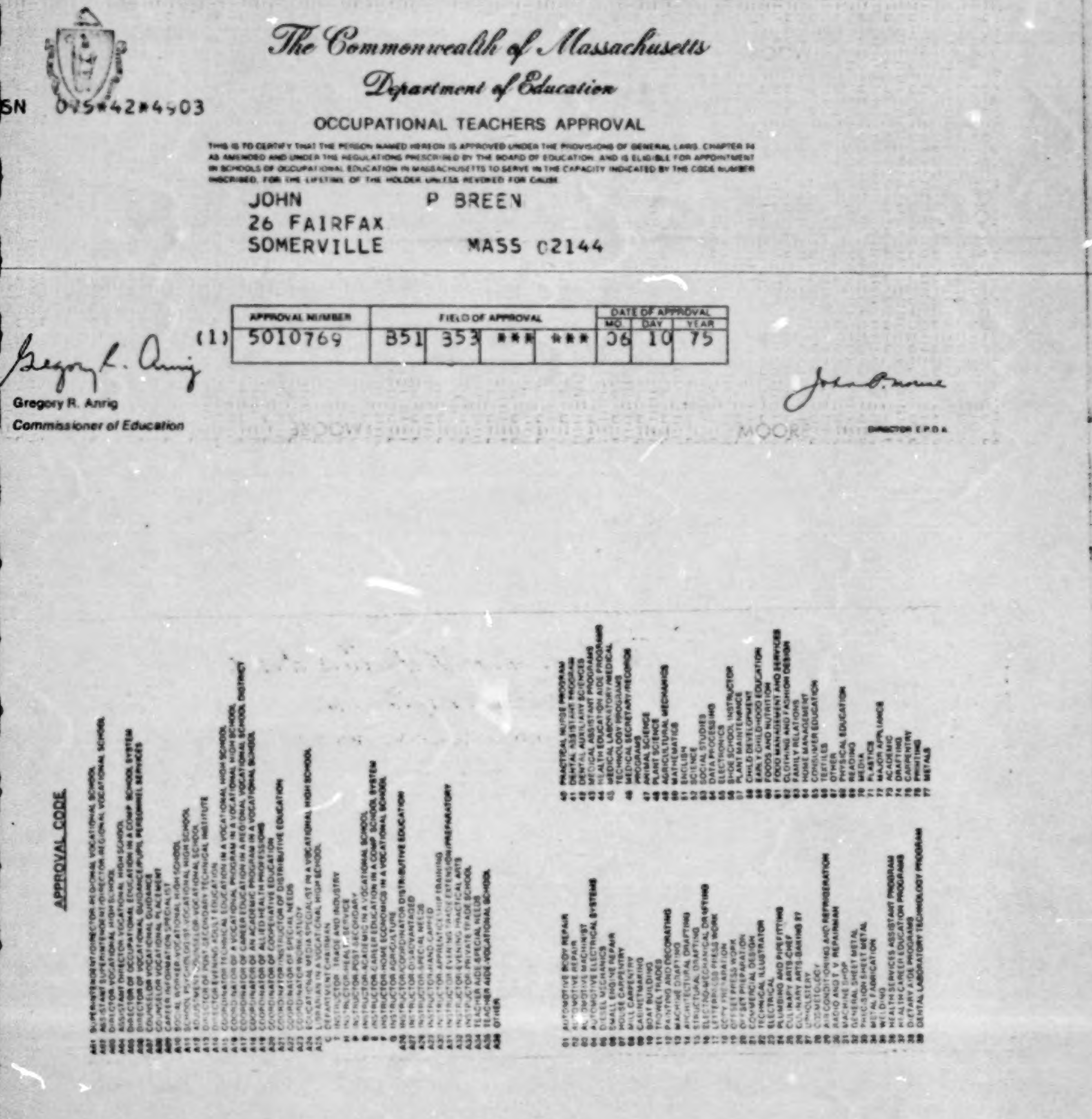
Approval cards for Home Economics and Distributive Education instructors were issued during the winter of 74-75. (See Appendix #4)

Over 8000 provisional and full approval cards have been mailed since August, 1974.

RECOMMENDATIONS:

1) The OPD should provide for sufficient staff to insure that this valuable service is continued after the termination of the project.

Figure #4-1



SN 045*42*4503

The Commonwealth of Massachusetts

Department of Education

OCCUPATIONAL TEACHERS APPROVAL

THIS IS TO CERTIFY THAT THE PERSON NAMED HEREON IS APPROVED UNDER THE PROVISIONS OF GENERAL LAWS, CHAPTER 74 AS AMENDED AND UNDER THE REGULATIONS PRESCRIBED BY THE BOARD OF EDUCATION, AND IS ELIGIBLE FOR APPOINTMENT IN SCHOOLS OF OCCUPATIONAL EDUCATION IN MASSACHUSETTS TO SERVE IN THE CAPACITY INDICATED BY THE CODE NUMBER INSCRIBED, FOR THE LIFETIME OF THE HOLDER UNLESS REVOKED FOR CAUSE.

JOHN P BREEN
26 FAIRFAX
SOMERVILLE MASS 02144

	APPROVAL NUMBER	FIELD OF APPROVAL				DATE OF APPROVAL		
						MO	DAY	YEAR
(1)	5010769	B51	353	***	***	06	10	75

Gregory R. Anrig
Commissioner of Education

DIRECTOR E.P.D.A.

APPROVAL CODE

A01	SUPERINTENDENT/DIRECTOR-REGIONAL VOCATIONAL SCHOOL
A02	ASSISTANT SUPERINTENDENT/DIRECTOR-REGIONAL VOCATIONAL SCHOOL
A03	DIRECTOR-VOCATIONAL HIGH SCHOOL
A04	ASSISTANT DIRECTOR-VOCATIONAL HIGH SCHOOL
A05	DIRECTOR OF OCCUPATIONAL EDUCATION IN A COMP. SCHOOL SYSTEM
A06	DIRECTOR OF VOCATIONAL GUIDANCE/PUPIL PERSONNEL SERVICES
A07	COUNSELOR VOCATIONAL GUIDANCE
A08	COUNSELOR VOCATIONAL PLACEMENT
A09	CAREER INFORMATION SPECIALIST
A10	SOCIAL WORKER-VOCATIONAL HIGH SCHOOL
A11	SCHOOL PSYCHOLOGIST-VOCATIONAL HIGH SCHOOL
A12	ADJUSTMENT COUNSELOR-VOCATIONAL SCHOOL
A13	DIRECTOR OF POST-SECONDARY TECHNICAL INSTITUTE
A14	DIRECTOR EVENING ADULT EDUCATION
A15	COORDINATOR TECHNICAL EDUCATION IN A VOCATIONAL HIGH SCHOOL
A16	COORDINATOR OF A VOCATIONAL PROGRAM IN A VOCATIONAL HIGH SCHOOL
A17	COORDINATOR OF CAREER EDUCATION IN A REGIONAL VOCATIONAL SCHOOL DISTRICT
A18	COORDINATOR OF AN ACADEMIC PROGRAM IN A VOCATIONAL SCHOOL
A19	COORDINATOR OF ALLIED HEALTH PROFESSIONS
A20	COORDINATOR OF COOPERATIVE EDUCATION
A21	COORDINATOR/INSTRUCTOR OF DISTRIBUTIVE EDUCATION
A22	COORDINATOR OF SPECIAL NEEDS
A23	COORDINATOR WORK-STUDY
A24	EDUCATIONAL MEDIA SPECIALIST IN A VOCATIONAL HIGH SCHOOL
A25	LIBRARIAN IN A VOCATIONAL HIGH SCHOOL
C	DEPARTMENT CHAIRMAN
T	INSTRUCTOR - TRADE AND INDUSTRY
H	INSTRUCTOR-HEALTH SERVICE
P	INSTRUCTOR-POST-SECONDARY
B	INSTRUCTOR-ACADEMIC IN A VOCATIONAL SCHOOL
E	INSTRUCTOR-CAREER EDUCATION IN A COMP. SCHOOL SYSTEM
F	INSTRUCTOR-HOME ECONOMICS IN A VOCATIONAL SCHOOL
G	INSTRUCTOR-AGRICULTURE
A26	INSTRUCTOR/COORDINATOR DISTRIBUTIVE EDUCATION
A27	INSTRUCTOR-DISADVANTAGED
A28	INSTRUCTOR-SPECIAL NEEDS
A29	INSTRUCTOR-HANDICAPPED
A30	INSTRUCTOR-APPRENTICESHIP TRAINING
A31	INSTRUCTOR-EVENING TRADE EXTENSION/PREPARATORY
A32	INSTRUCTOR-EVENING PRACTICAL ARTS
A33	INSTRUCTOR-PRIVATE TRADE SCHOOL
A34	TEACHER AIDE-SPECIAL NEEDS
A35	TEACHER AIDE-VOCATIONAL SCHOOL
A36	OTHER

01	AUTOMOTIVE BODY REPAIR
02	AUTOMOTIVE REPAIR
03	AUTOMOTIVE MACHINIST
04	AUTOMOTIVE ELECTRICAL SYSTEMS
05	DIESEL MECHANICS
06	SMALL ENGINE REPAIR
07	HOUSE CARPENTRY
08	MILL CARPENTRY
09	CABINETMAKING
10	BOAT BUILDING
11	TROWEL TRADES
12	PAINTING AND DECORATING
13	MACHINE DRAFTING
14	ARCHITECTURAL DRAFTING
15	STRUCTURAL DRAFTING
16	ELECTRO-MECHANICAL DRAFTING
17	LETTERPRESS PRESS WORK
18	COPY PREPARATION
19	OFFSET PRESS WORK
20	OFFSET PREPARATION
21	COMMERCIAL DESIGN
22	TECHNICAL ILLUSTRATOR
23	ELECTRICAL
24	PLUMBING AND PIPEFITTING
25	CULINARY ARTS-CHEF
26	CULINARY ARTS-BAKING 27
27	UPHOLSTERY
28	COSMETOLOGY
29	AIR CONDITIONING AND REFRIGERATION
30	RADIO AND T. V. REPAIRMAN
31	MACHINE SHOP
32	GENERAL SHEET METAL
33	PRECISION SHEET METAL
34	METAL FABRICATION
35	WELDING
36	HEALTH SERVICES ASSISTANT PROGRAM
37	HEALTH CAREER EDUCATION PROGRAMS
38	DIETARY AIDE PROGRAMS
39	DENTAL LABORATORY TECHNOLOGY PROGRAM

40	PRACTICAL NURSE PROGRAM
41	DENTAL ASSISTANT PROGRAM
42	DENTAL AUXILIARY SCIENCES
43	MEDICAL ASSISTANT PROGRAMS
44	HEALTH EDUCATION AIDE PROGRAMS
45	MEDICAL LABORATORY/MEDICAL TECHNOLOGY PROGRAMS
46	MEDICAL SECRETARY/RECORDS PROGRAMS
47	ANIMAL SCIENCE
48	PLANT SCIENCE
49	AGRICULTURAL MECHANICS
50	MATHEMATICS
51	ENGLISH
52	SCIENCE
53	SOCIAL STUDIES
54	DATA PROCESSING
55	ELECTRONICS
56	SHOE SCHOOL INSTRUCTOR
57	PLANT MAINTENANCE
58	CHILD DEVELOPMENT
59	EARLY CHILDHOOD EDUCATION
60	FOODS AND NUTRITION
61	FOOD MANAGEMENT AND SERVICES
62	CLOTHING AND FASHION DESIGN
63	FAMILY RELATIONS
64	HOME MANAGEMENT
65	CONSUMER EDUCATION
66	TEXTILES
67	OTHER
68	PHYSICAL EDUCATION
69	READING
70	MEDIA
71	PLASTICS
72	MAJOR APPLIANCES
73	ACADEMIC
74	DRAFTING
75	CARPENTRY
76	PRINTING
77	METALS

Project Task #5: Monitor the teacher approval factor in Chapter 74 programs as a condition for reimbursement.

Prior to 1969, the teacher approval factor for Chapter 74 reimbursement, outlined in Bulletin 326 and Chapter 74, was rigorously checked and supervised. Teams of Division staff members and supervisors regularly visited the schools to monitor all the approval factors, including teacher approval. However, because of the rapid growth of occupational education throughout the Commonwealth, the opening of new and larger regional schools, the skyrocketing number of teachers and new programs and the resultant increase in paperwork, the regulatory system began slowing down. By 1971, there was virtually no monitoring.

Spot checks conducted by the OPD in the spring of 1973 revealed that many schools, particularly the new regional schools, had as much as 20-25% of their faculty listed as unapproved according to the Division's records. It was not clear how many individuals had never fulfilled the requirements and how many had merely failed to file the documents required for approval.

Thus, one of the main tasks of the project from the beginning was to develop a new system for monitoring the teacher approval factor in the schools. One of the reasons for having the approval records on magnetic tape was to provide such a system.

The computer, as has already been mentioned, was programmed to print-out compiled lists of individuals by school. When the school's Faculty Registers (or Blank E's) (Fig. #5-1) for Fiscal Year 75 were received by the Division, the personnel on the Blank E were compared with the names on the computerized school list to check on the approval status of those instructors listed on the Blank E. The unapproved personnel usually fell into one of the following categories:

Unapproved - individual did not meet requirements for approval.

Expired Provisional - individual did not meet requirements for approval within the prescribed amount of time.

Expired Temporary Conditional - individual did not meet requirements before the temporary conditional approval expired.

Not Listed - individual had no record of application for approval on file with the Division.

Teaching out of Field - individual was listed in a position he/she was not approved in.

After a list of people who fell into these categories was compiled, a letter and form listing the people with appropriate comments on their status and a computerized school listing was sent to the school. The school list had all unapproved personnel circled in red. The list on the mimeographed sheet contained individuals whose categorization needed further explanation or who were not listed on the school list. It also included the total number unapproved and the total amount of Chapter 74 funds not eligible for reimbursement, (see Fig. #5-2 and #5-3).

On the advice of Mr. J. Connolly, Esq., the project staff informed the schools that failure to have an approved faculty woujeopardize the school's Chapter 74 reimbursement. Mr. Connolly had advised the project staff that it was within the Division's legal power to do this (see project task #10).

Response from the schools was satisfactory. Many of the files and records were updated and some confusing cases cleared up. The results from the Blank E were used to update the OPD's records (i.e., people who had been unemployed but were now in the school system or who had switched schools, etc.).

It was discovered that over 10% of all personnel employed in Chapter 74 programs for Fiscal Year 1975 were listed as unapproved by the Division. In additon to this there were many whose provisional approvals and temporary conditional approvals which had expired and a number of instructors teaching in a field they were not approved in. (see Appendix #5)

The task of checking the Blank E's was made more difficult by the fact many schools were extremely tardy in returning the Blank E's and often filled them out incorrectly.

The project staff planning study, in conjunction with the Bureau of Administrative Services and The Research Coordinating Unit have designed a new Blank E which should improve the reporting. Also, the new "Notification of Appointment Form" (or Blank P) has been developed to help keep the OPD's records constantly updated and current. (see project task #8).

RECOMMENDATIONS:

1) This Blank E check must be continued on a yearly basis to allow the Division to monitor the Chapter 74 programs and to update the OPD's records, including the "Vocational Personnel Placement List." (see Appendix #2) A definitive policy statement on reimbursement practices and conditions should be provided to all Chapter 74 programs.

2) All instructors must be made aware of their responsibilities for supplying documentation to the OPD necessary to secure approval.

3) Chapter 74 programs not yet being regulated by the OPD should be discovered and added to the regulatory system for Fiscal Year 1976.

4) The project staff should assist the OPD and Bureau of Administrative Services in coordinating the development of a system by which the process of monitoring the teacher approval factor can be done as part of the computer system instead of by hand, as it is now done.

Massachusetts Department of Edu...

[redacted] [redacted] [redacted] Figure [redacted] [redacted] [redacted] [redacted]ivis[redacted]f O[redacted]atio[redacted]duc[redacted] [redacted] [redacted] Wh[redacted]er [redacted]on[redacted] [redacted] 4[redacted]

FACULTY REGISTER

This form is to be filled out in triplicate for every school and forwarded to the State office within two weeks of the opening of school. If at that time, new appointments are pending, forms should be forwarded regardless, inasmuch as such information will be added when the usual Notification of Appointment (Blank P) is received.

This form is used in part in meeting the legal approval factor "qualification of teachers" and "expenditures;" it also constitutes the basis upon which expenditure for salaries is checked and approved. Three forms are required in order that you may keep a copy for your files and two copies forwarded to the State office.

1. School No. ____________________
2. School Name ____________________
3. Street ____________________
4. City or Town ______________ Zip Code __________
5. Telephone No. ____________________
6. School opens ______________ (Date) Closes ______________ (Date)
7. Days in session ____________________
8. Hour of opening ______________ Closing ______________
9. Type of Program
   1.____ Full-time Secondary
   2.____ Post-Secondary
   3.____ Evening Practical Arts
   4.____ Apprentice Training
   5.____ Evening

Please indicate all new appointments by an asterisk.

10. NAMES List those in the same department together (alphabetically)	11. Social Security No.	12. TITLE Director, Department Head, Instructor Aid	13. Title Code (Use List)	14. DEPARTMENT OR COURSE[2]	15. Course Code (Use List)	16. Term of Service (In Weeks)	17. Hours Per Week	18. Salary Per Yr. Day Programs Salary Per Hour Eve. Programs[3]	19. % Char To T Progr
Noon, Anthony	015056602	~~XXXXXX~~ Instructor	A36	House Carp.	T07	40	30	$ 17,014.00	100
Perkins, Kenneth	019149521	Instructor	A36	House Carp.	T07	40	30	13,957.00	100
Bastarache, Raymond 4	020302037	Instructor	A36	Electrical	T23	40	30	13,084.00	100
Cidzik, Leo	027140914	Instructor	A36	Electrical	T23	40	30	13,957.00	100
Gray, Donald	017323182	Instructor	A36	Electrical	T23	40	30	13,084.00	100
LaCroix, Leo 4	027145957	Instructor	A36	Electrical	T23	40	30	13,084.00	100
Sullivan, John	025205520	Instructor	A36	Electrical	C23	40	30	16,704.00	100
Fotino, Richard	021280874	Instructor	A36	Trowel Trades	C11	40	30	13,484.00	100
Indrisano, Michael	034286213	Instructor	A36	Trowel Trades	T11	40	30	14,547.00	100
Bresnahan, Frederick	016209151	Instructor	A36	Painting & Dec.	T12	40	30	13,957.00	100
Valente, Ernest	031057380	Instructor	A36	Painting & Dec.	C12	40	30	17,414.00	100

BLANK E

---

[1] Use separate sheets for each type program.

[2] The department as indicated here should be consistent with those for which approval has been given and those reported in the Annual Returns of the School.

[3] In case of teachers employed in both day and evening service, give only the salary for the program (day or evening) to which this register relates. If teachers are employed part-time give proportion of salary paid for state-aided work.

Revised May 1974

PLEASE USE GUIDELINES AND CODES PROVIDED

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

-605

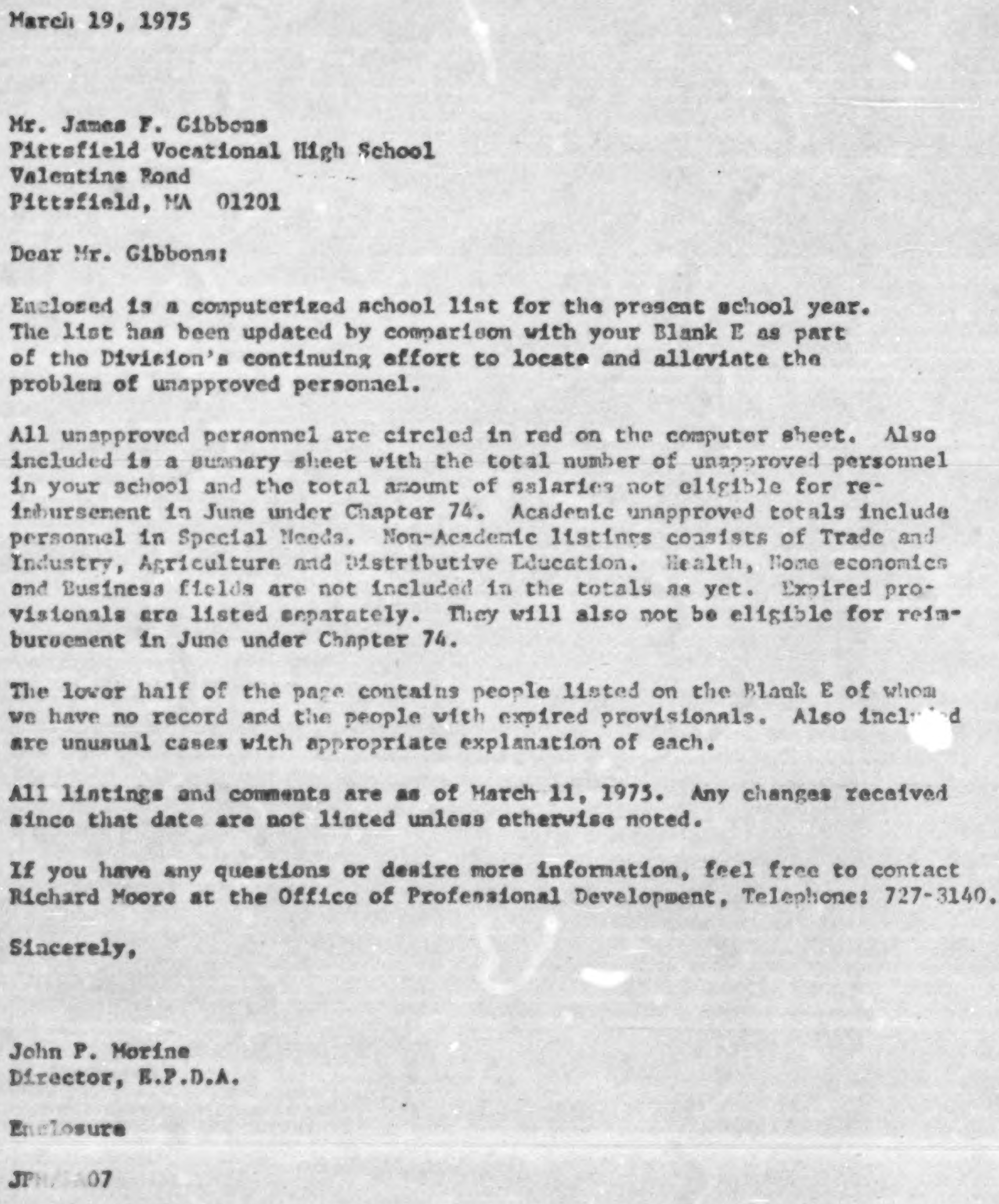
Figure #5-2

Date 4/8/75

UNAPPROVED	PERSONNEL		SALARIES	
Guidance and Administration	1		$. 781 10,~~871~~	
Academic	13		147,893	
Non-Academic	14		181,880	
Total	28		340,554	
percentage unapproved	28/129	22%		
Overrun Provisionals				0
(Not included in Unapproved Total)	________		________	

NAME	SUBJECT	COMMENTS
Margaretos, David	Vice-Principal	Approved as Director. Will appear as such on next list.
DeLuca, Rocco	Unit Director	Approved only as instructor of social studies and english.
Strogney, John	Auto Repair	Unapproved, will appear as such on next list.
Lagasse, James	Auto Body	Unapproved, will appear as such on next list.
LeBlanc, Norman	Diesel Mech.	Copy of Waiver letter enclosed. Waiver expired in June, 1974. Included in unapproved total.
Manghis, George	" "	" " " " "
Koshivas, Charles	Air Condition.	" " " " "
Skaff, Bruce	" "	Provisionally approved. Will appear as such on next list.

Figure #5-3



March 19, 1975

Mr. James F. Gibbons
Pittsfield Vocational High School
Valentine Road
Pittsfield, MA 01201

Dear Mr. Gibbons:

Enclosed is a computerized school list for the present school year. The list has been updated by comparison with your Blank E as part of the Division's continuing effort to locate and alleviate the problem of unapproved personnel.

All unapproved personnel are circled in red on the computer sheet. Also included is a summary sheet with the total number of unapproved personnel in your school and the total amount of salaries not eligible for reimbursement in June under Chapter 74. Academic unapproved totals include personnel in Special Needs. Non-Academic listings consists of Trade and Industry, Agriculture and Distributive Education. Health, Home economics and Business fields are not included in the totals as yet. Expired provisionals are listed separately. They will also not be eligible for reimbursement in June under Chapter 74.

The lower half of the page contains people listed on the Blank E of whom we have no record and the people with expired provisionals. Also included are unusual cases with appropriate explanation of each.

All listings and comments are as of March 11, 1975. Any changes received since that date are not listed unless otherwise noted.

If you have any questions or desire more information, feel free to contact Richard Moore at the Office of Professional Development, Telephone: 727-3140.

Sincerely,

John P. Morine
Director, E.P.D.A.

Enclosure

JP[illegible]07

Project Task #6: Develop listings of available approved instructors for L.E.A.'s

Individuals who were listed as unemployed in a Chapter 74 program received along with their approval card a survey asking if they wished to be included in a "Vocational Personnel Placement List." This list was provided to all schools with Chapter 74 programs and to the 6 regional offices of the Massachusetts Department of Education. The applicants were asked to provide information on their willingness to relocate and how far they would commute. (see Fig.#6-1)

The list was copiled and sorted by field of approval, printed and mailed. One large, complete list was mailed in December and updates followed in April and August. (see Fig. #6-2)

It presently contains 1,121 individuals available for different administrative and guidance positions, three Special Needs instructors positions; 40 trade and industry fields of instruction and all academic teaching posts. (see Table # 6-1)

Recommendations:

1) This list should be expanded to include other areas (Distributive Education, Allied Health Occupations, Agriculture and Home Economics).

2) This list should be distributed on the present schedule (see Project Task Schedule) in order to coordinate it with the teacher training schedule.

3) The list should be revised once a year in conjunction with the Blank E audit to delete individuals who may have accepted a position.

Figure #6-1

Placement List Application

Name Raoul Duke T01 (1)

Address 45 Foundry Road

Fitchburg Mass. 01830

Are you willing to relocate? Yes XX No ____

How far are you willing to commute? 40 miles each way

Please Return Immediately. Please Print.

Figure #6-2 Sample Page

TECHNICAL ILLUSTRATOR--T22

Name Address	Are you willing to relocate?	How far will you commute?	Approval Status	Comments
John Haskell Liberty St. Bolton Mass. 01740	Yes	30 miles	Prov	

ELECTRICAL--T23

Name Address	Are you willing to relocate?	How far will you commute?	Approval Status	Comments
Louis Anastasi 55 Webster Watertown Mass. 02172	No	20 miles	Full	
Allen Burnell 48 Chipman Ave. Melrose Mass. 02176	No	30 miles	Prov	
Thomas Connolly 6 Farquhar St. Roslingdale Mass. 02131	Yes	40 miles	Prov	
Patrick Conroy 272 Billings St. Quincy Mass. 02171	No	N/A	Full	
Gordon Dunn Depot Road Westford Mass.	No	30 miles	Full	
Chester Fetela 405 White St. Raynham Mass. 02768	Yes	70 miles	Full	
John Gallo 9 Harwood St. Beverly Mass.	No	30 miles	Prov	
Joseph Gorman 133 Hickory Lane So. Weymouth Mass. 02190	No	Depends	Full	
Paul Griffin 25 Strafford Rd. Natick Mass. 01760	No	30 miles	Prov	
Albert Hayes 14 Knollwood Road Paxton Mass. 01612	No	20 miles	Prov	

Table 6-I Break down of Placement List by field of approval

No. Listed on Placement list.	Field of Approval
10	Superintendent/Director-Regional Vocational School
1	Assistant Superintendent/Director Regional Vocational School
7	Director-Vocational High School
1	Assistant Director-Vocational High School
23	Director of Occupational Education in a Comp. School System
6	Director of Guidance/Pupil Personnel-Services
100	Counselor Vocational Guidance
1	Coordinator of a Vocational Program in a Vocational High School
2	Coordinator of Career Education in a Regional Vocational School District
1	Coordinator of an Academic Program in a Vocational School
2	Coordinator of Special Needs
4	Librarian in a Vocational School
1	Instructor DisAsvantaged
3	Instructor Special Needs
1	Instructor Handicapped
3	Instructor Apprenticeship Training
2	Other (Administrative)
15	Automotive Body Repair
33	Automotive Repair
2	Diesel Mechanics
3	Small Engine Repair
18	House Carpentry
5	Mill Carpentry
11	Cabinet Making
1	Boat Building

6	Trowel Trades
9	Painting and Decorating
68	Machine Drafting
5	Architectural Drafting
6	Structural Drafting
20	Electro-Mechanical Drafting
7	Letterpress Press Work
18	Copy Preperation
18	Offset Press Work
21	Offset Preperation
14	Commercial Design
2	Technical Illustrator
44	Electrical
20	Plumbing and Pipe fitting
17	Culinary Arts --Chef
8	Culinary Arts -- Baking
3	Upholstery
30	Cosmetology
4	Air Conditionaing and Refrigeration
11	Radio and T.V. Repairman
155	Machine Shop
24	General Sheet Meatal
3	Preision Sheet Meatal
5	Meatal Fabrication
25	Welding
21	Mathmatics
60	English

33	Science
69	Social Studies
13	Data Processing
34	Electronics
3	Plant Maintenance
36	Other (Trade and Industry)
16	Physical Education
2	Plastics
2	Major Appliance
2	Drafting

Project Task #7: Rewrite the job title, description and requirement policies for all approval fields in Chapter 74 programs.

The project staff felt that to properly achieve this objective, they needed input from school administrators, particularly those in the large regional vocational-technical schools with new and expanding programs. Many of the OPD's policies were out-dated, especially regarding the new programs. A cohesive set of policies was needed to insure that occupational education positions throughout the Commonwealth would be consistent from school to school and the OPD's approval policies would be relevant to the schools' programs needs.

In February of 1975, a survey was sent to 62 program directors in mostly large vocational schools outlining the current titles and requirements at that time. The administrators and faculty being surveyed were asked to suggest any changes they felt were appropriate for the strengthening of vocational personnel standards. They were also requested to provide input on positions that they thought would be emerging soon as the result of new programs or directions.

The results of this survey were compiled and reviewed by a committee composed of OPD and Project staff members. The goal was to meld the various responses into a cohesive set of policies. When this was completed, the policies were made available to the schools in two forms:

1) A booklet entitled, "Occupational Teachers' Approval Requirements and Policies," was printed and distributed to all Chapter 74 programs, Department of Education Regional Offices and within the Division of Occupational Education. The booklet (see Appendix #6) contains requirements and titles for all positions which the OPD currently approves and also provides updated information on policies concerning temporary conditional approvals, appeals procedures, instructors' responsibilities

in updating records, approval cards, the vocational personnel placement list and the OPD's approval code.

2) The policies were incorporated into the rewriting of the Massachusetts State Plan for Vocational Education (FY 76) in the sections which pertained to personnel approval requirements. This has insured that the State Plan requirements and job titles are more congruent with the needs and growth of vocational education in the Commonwealth.

These policies have also provided greater communication between the schools and the OPD: the schools now better understand their obligations in meeting the teacher approval factor and the OPD can better monitor and assist their efforts in attaining this.

Recommendations:

1) The project staff urges that further changes in requirements and job titles be preceded by consultation with qualified vocational personnel outside the Division of Occupational Education. The use of the survey to solicit input "from the field," received much favorable comment and constructive response and was invaluable in reviewing and rewriting the policies.

2) The project staff recommends that approval requirements and job titles and descriptions be periodically rewritten to conform with advances made in occupational education throughout the commonwealth.

Project Task #8: Interface vocational approval system with vocational data bank.

A new effort to develop a comprehensive data bank for the Division was begun in May, 1975 by the Bureau of Administration. The goal of this thrust is to enable the Bureau to supply Division and regional personnel with up to date and accurate statistics in all areas.

Another goal is to give the Division the ability to effectively monitor the 10 approval factors required for Chapter 74 reimbursement.

Since the teacher approval computer system developed by the project is one of the few computer based systems currently in operation within the Division, it will provide a model for the data banks and other programs as well as being a major component of it.

In helping lay the ground work for this thrust the project staff has been consulted by the Bureau of Administrative Services to assist them by explaning the capacity and functioning of the OPD's system.

The project staff has redesigned the "Faculty Register" (Blank E) (Fig. #8-1) and the "Notification of Appointment" (blank P), (see Fig. #8-2) so they can be used as input into the systems that will comprise the new vocational data bank. The project staff has also correlated the state approval code and the federal O.E. reporting from code to insure consistency among the reporting procedures. (See Table #8-I)

Blank E

Cover Sheet

Figure #8-1

Massachusetts Department of Education
Division of Occupational Education

FACULTY REGISTER

This form is to be filled out in triplicate for every school and forwarded to the State office within two weeks of the opening of school. If at that time, new appointments are pending, forms should be forwarded regardless.

This form is used in part in meeting the legal approval factor "qualification of teachers" and "expenditures;" it also constitutes the basis upon which expenditure for salaries is checked and approved. Three forms are required in order that you may keep a copy for your files and two copies forwarded to the State office.

1. System / School No. ___—___
2. School Name ______________________
3. Street ______________________
4. City or Town ______________ Zip Code __________
5. Telephone No. ______________
6. Person who prepared form ______________________
7. Type of Program
   1.____ Full-time Secondary
   2.____ Post-Secondary
   3.____ Evening Trade Preparatory
   4.____ Apprentice Training
   5.____ Evening Trade Extension

*Please indicate all new appointments by an asterisk.

8. NAMES List those in the same department together (alphabetically)	9. Social Security No.	10. TITLE Director, Department Head Instructor	11. DEPARTMENT OR PROGRAM	12. O.E. Code	13. Field of Approval	14. Prof. Im.	15. Term of Service (In Weeks)	16. Hours Per Week	17. Salary Per Yr. Day Programs Salary Per Hour Eve. Programs	18. % Charge To Th Progra

DIRECTIONS

One of these cover sheets should be filled out for each type of program (Full–time secondary, Post Secondary, E.P.A., Apprentice training, Evening Trade Extention, Evening Trade Preparatory). For additional names after the cover sheet is filled use as many continuation sheets as is necessary. All professional personnel who have any part of their salary reimbursed under Chapter 74, should be listed on the Blank E.

Remember to fill in all INFORMATION on top of the continuation sheet.

1. System/School number
2. School name
3,4 Address
5. School telephone number
6. Name of person who prepared form
7. Check appropriate type of program for personnel listed on sheet
8. Names of all professional staff who must be approved by the state. This excludes school nurses, business managers, secretaries, etc. LIST LAST NAME FIRST.
9. Social Security number
10 Title, instructor, department chairman, director, etc.
11. Name of department or program
12. O.E. Code. Using attached code, fill in the federal instructional code for the subject the instructor or administrator works in. No O.E. Code is needed for academic, business instructors, guidance counselors or directors. (See attached codes pages 5–8)
13. The field of approval in which each person is approved. This should be the same code which appears on the front of each individuals Occupational Approval card. (See attached codes pages 1–4)
14. If the individual completed the professional improvement requirement for 74–75 school year place an (X) in this column. If not leave blank.
15. Number of weeks each individual will be employed
16. Number of hours each individual will work each week
17. Salary
18. Percent of salary charged to program listed on page

PLEASE FILL OUT ALL PAGES IN TRIPLICATE

Continuation Sheet

Page ____ of ____ pages

Blank E

Massachusetts Department of Education
Division of Occupational Education
FACULTY REGISTER

1. System / School No. ____________

2. School Name ______________________________

7. Type of Program

1.____ Full-time Secondary
2.____ Post-Secondary
3.____ Evening Trade Preparatory
4.____ Apprentice Training
5.____ Evening Trade Extension

*Please indicate all new appointments by an asterisk.

8. NAMES List those in the same department together (alphabetically)	9. Social Security No.	10. TITLE Director, Department Head Instructor	11. DEPARTMENT OR PROGRAM	12. O.E. Code	13. Field of Approval	14. Prof. Im.	15. Term of Service (In Weeks)	16. Hours Per Week	17. Salary Per Yr. Day Programs Salary Per Hour Eve. Programs	18. % Charged To Thi Program

PLEASE USE GUIDELINES AND CODES PROVIDED

Figure 8-2

NOTIFICATION OF APPOINTMENT

Blank P.

One of these sheets should be completed for each individual who is appointed after the Blank E is completed. If the individual is replacing someone listed on the current Blank E please list the person being replaced on the lower half of the page.

School Name ____________________

System/School Number ___ ___ ___ - ___ ___ ___

NEW APPOINTEE

NAME and ADDRESS	Date of Appointment	Social Security	TITLE Director, Department Head, Instructor	DEPARTMENT or PROGRAM	Term of Service (In Weeks)	Hours per Week	Salary per Yr. Day Programs Salary per Hour Eve. Program	% Charged To this Program

PERSON BEING REPLACED (IF Applicable)

NAME and ADDRESS	Date of Termination	Social Security	TITLE Director, Department Head, Instructor	DEPARTMENT or PROGRAM	Term of Service (In Weeks)	Hours per Week	Salary per Yr. Day Programs Salary per Hour Eve. Programs	% Charged to This Program

____________________ DIRECTOR'S SIGNATURE

____________________ DATE

Table #8-I

FACULTY REGISTER CODES (BLANK E)

APPROVAL CODE

A01	Superintendent/Director-Regional Vocational School
A02	Assistant Superintendent/Director-Regional Vocational School
A03	Director-Vocational High School
A04	Assistant Director-Vocational High School
A05	Director of Occupational Education in a Comp. School System
A06	Director of Vocational Guidance/Pupil Personnel Services
A07	Counselor Vocational Guidance
A08	Counselor Vocational Placement
A09	Career Information Specialist
A10	Social Worker-Vocational High School
A11	School Psychologist-Vocational High School
A12	Adjustment Counselor-Vocational School
A13	Director of Post-Secondary Technical Institute
A14	Director Evening Adult Education
A15	Coordinator Technical Education in a Vocational High School
A16	Coordinator of a Vocational Program in a Vocational High School
A17	Coordinator of Career Education in a Regional Vocational School District
A18	Coordinator of an Academic Program in a Vocational School
A19	Coordinator of Allied Health Professions
A20	Coordinator of Cooperative Education
A21	Coordinator/Instructor of Distributive Education
A22	Coordinator of Special Needs
A23	Coordinator Work-Study
A24	Educational Media Specialist in A Vocational High School
A25	Librarian in a Vocational High School
C	Department Chairman
T	Instructor - Trade and Industry

H Instructor-Health Service

P Instructor-Post-Secondary

B Instructor-Academic in a Vocational School

E Instructor-Career Education in a Comp. School System

F Instructor-Home Economics in a Vocational School

G Instructor Agriculture

A26 Instructor/Coordinator Distributive Education

A27 Instructor-Disadvantaged

A28 Instructor-Special Needs

A29 Instructor-Handicapped

A30 Instructor-Apprenticeship Training

A31 Instructor-Evening Trade Extension/Preparatory

A32 Instructor-Evening Practical Arts

A33 Instructor-Private Trade School

A34 Teacher Aide-Special Needs

A35 Teacher Aide-Vocational School

A36 Other

01 Automotive Body Repair
02 Automotive Repair
03 Automotive Machinist
04 Automotive Electrical Systems
05 Diesel Mechanics
06 Small Engine Repair
07 House Carpentry
08 Mill Carpentry
09 Cabinetmaking
10 Boat Building
11 Trowel Trades
12 Painting and Decorating
13 Machine Drafting
14 Architectural Drafting
15 Structural Drafting
16 Electro-Mechanical Drafting
17 Letterpress Press Work
18 Copy Preparation
19 Offset Press Work
20 Offset Preparation
21 Commercial Design
22 Technical Illustrator
23 Electrical
24 Plumbing and Pipefitting
25 Culinary Arts-Chef
26 Culinary Arts-Baking 27
27 Upholstery
28 Cosmetology
29 Air Conditioning and Refrigeration
30 Radio and T.v.Repairman
31 Machine Shop
32 General Sheet Metal
33 Preision Sheet Metal
34 Metal Fabrication
35 Welding
36 Health Services Assistant Program
37 Health Career Education Programs
38 Dietary Aide Programs
39 Dental Laboratory Technology Program
40 Practical Nurse Program
41 Dental Assistant Program
42 Dental Auxillary Sciences
43 Medical Assistant Programs
44 Health Education Aide Programs
45 Medical Laboratory/Medical Technology Programs
46 Medical Secretary/Records Programs
47 Animal Science
48 Plant Science
49 Agricultural Mechanics
50 Mathematics
51 English
52 Science
53 Social Studies
54 Data Processing
55 Electronics
56 Shoe School Instructor

57 Plant Maintenance
58 Child Development
59 Early Childhood Education
60 Foods and Nutrition
61 Food Management and Services
62 Clothing and Fashion Design
63 Family Relations
64 Home Management
65 Consumer Education
66 Textiles
67 Other
68 Physical Education
69 Reading
70 Media
71 Plastics
72 Major Appliance
73 Academic
74 Drafting
75 Carpentry
76 Printing
77 Metals

STATUS

1. Full Approval
2. Provisional
3. Waiver
4. Non Approved

PROGRAM

1. Full Time Day- secondary
2. Post-secondary
3. Evening Practical Arts
4. Apprentice Training
5. Evening Adult Education

O.E. Code	AGRICULTURE	Division of Occupational Education Approval Code
01.0100	Agricultural Production	G67
01.0200	Agricultural Supplies Service	G67
01.0300	Agricultural Mechanics	G49
01.0400	Agricultural Products	G67
01.0500	Ornamental Horticulture	G48
01.0600	Agricultural Resources	G67
01.0700	Forestry	G67
01.2900	Other (animal science etc.)	G67,G47
	DISTRIBUTIVE OCCUPATIONS	
04.0100	Advertising Services	A26
04.0200	Apparel and Accessories	A26
04.0300	Automotive	A26
04.0400	Finance and Credit	A26
04.0500	Floristry	A26
04.0600	Food Distribution	A26
04.0700	Food Services	A26
04.0800	General Merchandise	A26
04.0900	Hardware and Building Material	A26
04.1000	Home Furnishing	A26
04.1100	Hotel and Lodging	A26
04.1200	Industrial Marketing	A26
04.1300	Insurance	A26
04.1500	Personal Services	A26
04.1600	Petroleum	A26
04.1700	Real Estate	A26
04.1800	Recreation and Tourism	A26
04.1900	Transportation	A26
04.2000	Retail Trade, Other	A26
04.3100	Wholesale Trade, Other	A26
04.9900	Other	A26
	HEALTH	
07.0101	Dental Assistant	H41
07.0102	Dental Hygienist (associates degree)	H67
07.0103	Dental Laboratory Technology	H39
07.0199	Other Dental	H42
07.0203	Medical Laboratory Assisting	H45
07.0299	Other Medical Laboratory Tech.	H45
07.0301	Nursing (associates degree)	H67
07.0302	Practical Nursing	H40
07.0303	Nursing Assistant (aide)	H43
07.0305	Surgical Technology	H67
07.0399	Other Nursing	H67
07.0401	Occupational Therapy	H67
07.0402	Physical Therapy	H67
07.0499	Other Rehabilitation	H67
07.0501	Radiologic Technology	H67

07.0503	Nuclear Medical Technology	H67
07.0599	Other Radiologic	H67
07.0600	Ophthalmic	H67
07.0700	Environmental Health	H67
07.0800	Mental Health Technology	H67
07.0903	Inhalation Therapy Technology	H67
07.0904	Medical Assistant	H43
07.0906	Health Aide	H67
07.0907	Medical Emergency Technician	H67
07.0909	Mortuary Science	H67

CONSUMER AND HOMEMAKING

09.0101	Comprehensive Homemaking	F67
09.0102	Child Development	F58
09.0103	Clothing and Textiles	F62
09.0104	Consumer Education	F65
09.0106	Family Relations	F63
09.0107	Food and Nutrition	F60
09.0108	Home Management	F64
09.0109	Housing and Home Furnishings	F67
09.0199	Other	F67

OCCUPATIONAL PREPARATION

09.0201	Care and Guidance of Children	F58
09.0202	Clothing Mgmt., Production and Services	F62
09.0203	Food Mgmt. Production and Services	F61
09.0204	Home Furnishings, Equipment and Services	F67
09.0205	Institutional and Home Management and Services	F67
09.0299	Other	F67

OFFICE

14.0201	Computer and Console Operators	T54
14.0203	Programmers	T54

TECHNICAL

16.0101	Aeronautical Technology	T67
16.0103	Architectural Technology	T67 or T14
16.0104	Automotive Technology	T01, 02, 03 or 94
16.0105	Chemical Technology	T67
16.0106	Civil Technology	T67
16.0107	Electrical Technology	T23
16.0108	Electronic Technology	T55
16.0109	Electro Mechanical Technology	T16 or T67

16.0110	Environmental Control Technology	T67
16.0111	Industrial Technology	T67
16.0112	Instrumentation Technology	T67
16.0113	Mechanical Technology	T67
16.0114	Metallurgical Technology	T67
16.0117	Scientific Data Technology	T67
16.0602	Fire and Fire Safety Technology	T67
16.0605	Police Science	T67
16.9900	Other	T67

TRADES AND INDUSTRY

17.0100	Air Conditioning	T29
17.0200	Appliance Repair	T72
17.0301	Body and Fender Repair	T01
17.0302	Auto Mechanics	T02
17.0399	Other Automotive	T03, 04, 67
17.0500	Blue Print Reading	T67
17.0700	Commercial Art Occupations	T21
17.0800	Commercial Fishery Occupations	T67
17.0900	Commercial Photography Occupations	T67
17[illegible]001	Carpentry	T07, 08, 09
17.1002	Electricity	T23
17.1004	Masonary	T11
17.1007	Plumbing and Pipefitting	T24
17.1091	Other Const. and Maintenance Trades	T67
17.1100	Custodial Service	T67
17.1200	Diesel Mechanic	T05
17.1300	Drafting Occupations	T13, 14, 15, 16
17.1400	Electrical Occupations	T23
17.1500	Electronic Occupations	T55, T30
17.1600	Fabric Maintenance Services	T67
17.1700	Foremanship and Mgmt. Development	T67
17.1900	Graphic Arts Occupations	T17, 18, 19, 20, 76
17.2100	Instrument Maintenance and Repair Occupations	T67
17.2200	Maritime Occupations	T67
17.2302	Machine Shop	T31
17.2303	Machine Tool Operation	T31
17.2305	Sheet Metal	T32, 33
17.2306	Welding and Latting	T35
17.2307	Tool and Die Making	T67
17.2399	Other Metal Working Occupations	T67
17.2400	Metallurgy Occupations	T77
17.2602	Cosmetology	T28
17.2699	Other Personal Services	T67
17.2700	Plastics Occupations	T71
17.2801	Fireman Training	T67
17.2802	Law Enforcement Training	T67
17.2899	Other Public Services	T67
17.2900	Quanity Food Occupations	T25, T26
17.3000	Refrigeration	T29

17.3100	Small Engine Repair	T06
17.3200	Stationary Energy Sources Occupations	T67
17.3300	Textile Production and Fabrication	T67
17.3400	Leather Working	T67
17.3500	Upholstering	T27
17.3600	Woodworking Occupation	T07, 08, 09
17.9900	Other	T67

JPM/Hp-2,3,4,6

Project Task #9: Increase number of minority instructors in vocational education

The planning Study Project, as an integral part of its everyday functions, is striving to make information pertaining to vocational personnel approval more accessible to minority populations. It is the hope that by increasing accessibility to this information, in the long run, the number of minorities employed in vocational education would be increased.

The method used to achieve this goal was not complicated. The project identified, with the help of individuals both inside and outside the Division, organizations devoted to improving the status of minority populations.

After contacting these organizations, the project staff sent all the prescribed material that is routinely disseminated to candidates (i.e.) applications, letters explaining approval process, etc.). Along with this the office included the "Occupational Teachers Approved REquirements and Policies 1975-76" handook. (see Appendix #6) In some instances the organizations sent individual candidates to the OPD to speak with staff members to clarify approval requirements and processes.

The project adopted as a policy that any changes in approval standards would be immediately forwarded to these organizations.

The degree of success of this program has been difficult to measure for several reasons: 1) It is obvious that there has been an increase in minority applicants. However, because of other recruitment programs initiated by projects funded through EPDA and Special Needs monies it is difficult to determine how many candidates were recruited as a result of the planning study's effort. 2) The application form is not permitted to ask a candidate to indicate his particular ethnic background. 3) It was never known the exact ratio of approved minority candidates applying before this recruitment program was initiated.

The project does notice a general trend in the increase of visible minority applicants and feels that such a policy should continue because its true achievements won't be able to be measured for some time yet.

Recommendations:

1) The OPD should continue to identify organizations that may have contact with potential minority candidates and disseminate information to them.

2) The OPD should attempt to reach more potential candidates directly through the media (i.e., community newspapers and public service announcements).

Table #9-I

Names of Organizations contacted to assist OPD in dissemination of general information to minority populations

✓ 1) Urban Occupational Education Develpment Programs
School of Education
Rm 206
University of MA
Amherst, MA 01002 413-545-0615

** 2) Mass. Commission Against Discrimination
120 Tremont
Boston, MA

3) Roxbury Action Program
George Morrison
10 Lynnwood St.
Roxbury, MA

** 4) Vocational Bilingual Coordinator
Bost. Public Schools
James Caradonio
ORC
240 Heath St.
Jamaica Plain, MA

5) Afro American Institute
Mr. Ricks
40 Leon St.
Boston, MA

6) Dennison House
25 Howard Ave.
Roxbury, MA 442-1500

7) Urban Learning Center
Eric Straughter
625 Huntington Ave.
Boston State College

*8) NAACP
451 Mass. Ave.
Boston, MA

9) NAACP (Positive Program) 261-1790
Vernon Sport
Tremont St. (792)
Boston, MA

10) Projec Hope
52 Temple Place
Boston, MA

*11) Boston Recruitment Program 296-0020
Sandy Middlebrooks , Jim Clark
1216 Blue Hill Ave. Mattapan

12) OIC
184 Dudley St.
Roxbury, MA
Clarence Donnelly

Centers to be contacted and suggestions to improve this effort

1) United Construction Workers: Leo Fletcher
2) Lena Park Community Service Coorp.
3) Prof. William Smith NU 437-3439

Identify minority owned trade centers and intiate a mailing to explain teacher training program.

Run adds in community newspapers.

Project Task #10: Establish policies on the OPD's legal responsibilities and powers.

In the course of the project, the staff found that there were a number of areas that could create potential legal complications and charges of unfair practices in the course of issuing approvals and enforcing teacher approval standards. The project staff felt that the OPD was left vulnerable in the following areas:

1. The granting of Temporary Conditional Approvals. These approvals are granted in special cases when no qualified individual is available to fill a vacancy. They are normally good for one year. It was not clear who had the authority to grant such approval, under what conditions, and how to insure that the terms of the approval were met.

2. Appeals procedures for cases where the O.P.D. refused to grant Temporary Conditional Approval; refused to grant approval for an administrative position (both those positions requiring and not requiring an exam; refused to extend a provisional or temporary conditional approval. It was descovered that the O.P.D. was required by law to have an appeal procedure and did not.

3. It was not understood whether the Division had the legal right to withhold Chapter 74 reimbursements funds to insure that programs would maintain faculties of approved instructors. There were no clear precedents for such an action.

Mr. J. Connolly, Esq. was retained to research these legal questions. He delivered a number of memos that were used to set up policy guidelines. The results of the research are as follows:

1. A consistant 10-point appeal procedure has been developed. The individual is notified of his right to appeal and an appeal committee hearing can be established if the individual chooses that recourse. (see Fig. #10-1)

2. Temporary conditional approvals must be requested by the superintendent or director of a vocational school. The planning study staff met with Dr. Patrick Weagraff and this meeting was decided that only the Associate Commissioner could grant temporary conditional approvals. (see Fig. #10-2, #10-3)

3. The planning study developed new teacher applications in which a consent clause was included. It asked if the individual consents to the O.P.D. contacting former employers and making information available to prospective employers. This was done in order to comply with a person's right to privacy. (see Fig. #10-4, #10-5)

4. Research showed that the OPD is required by law to hold all records for seven years after the last entry. (see Fig. #10-5)

5. Mr. Connolly found that the employment of unapproved personnel does violate a legal contract between the school and Division of Occupational Education and failure to meet approval factors is sufficient to release the Division from its reimbursement responsibilities. However, this has never been done, and Mr. Connolly stated that he felt this claim could be challenged if it could be proven that the Division "knowingly" reimbursed programs in similar situations. (see Fig. #10-6)

The policies resulting from this legal research were disseminated to the schools as part of the "Occupation Teacher's Approval Requirements and Policies" Booklet. (See Appendix #6)

RECOMMENDATIONS:

1) Clear guidelines on Chapter 74 reimbursement and regulation should be included in the rewriting of Bulletin 326.

2) One staff member should be assigned the task of overseeing the appeals procedure.

3) The OPD should continue to see that these policies be dessiminated as widely as possible.

OFFICE OF PROFESSIONAL DEVELOPMENT APPEAL PROCEDURES

Figure #10-1

The appeal procedure will deal with the following types of cases:

1) Refusing a request for a Temporary Conditional Approval.

2) Refusing to extend a Temporary Conditional Approval.

3) Refusing to extend a Provisional Approval.

4) Refusing to grant approval for an administrative position, both those positions requiring and those not requiring an exam.

The appeal procedure is as follows:

1) Along with the notice of refusals of approval, the individual will receive notification in writing of his right to appeal.

2) The individual must request, in writing, the appeal within ten days of notification.

3) The Office of Professional Development must arrange an appeal hearing within thirty days of receiving the appeal request.

4) The candidate must be notified of the time and place at least ten days prior to the hearing.

5) The Appeal Committee will be appointed by the Chief of the Office of Professional Development. It will consist of three people familiar with vocational approval requirements but who were not involved in the initial decisions.

6) Prior to the hearing, both the individual and the Appeal Committee will receive a memo from the Office of Professional Development stating the rationale behind the initial decision. Also included should be copies of any other evidence that would aid the committee in making its decision (i.e., individual's file, copies of interview rating sheets, exams).

7) At the hearing, the individual has the right to be represented by legal counsel, introduce evidence, call and cross-examine witnesses. The individual may provide for a taped or stenographic record of the hearing.

8) The Committee will decide by majority vote if the decision not to grant approval was in accordance with the regulations set forth in the current State Plan.

9) The Committee may also make recomendations concerning the conditions under which these approvals should be granted: extension and granting of Temporary Conditional Approvals and extension of Provisional Approvals.

10) The Committee will forward its decisions to the Office of Professional Development. The Office Professional Development will then notify the individual of the Committee's decision and the reasons for it within 14 days of the hearing.

Figure #10-2

REQUEST FOR CONDITIONAL TEMPORARY APPROVAL OF VOCATIONAL SCHOOL PERSONNEL

School Committee Request for Exemption from the Provisions of Bulletin 326, Chapter 74 of the General Laws and/or P.L. 92-318.

To:
Associate Commissioner
Division of Occupational Education
Mass. Dept. of Education
182 Tremont Street
Boston, Mass. 02111

From:
Alan Sticher Supt./Dir.
Fithchburg Voc. H.S. Voc. Schoo
Main St. Street
Fitchburg City/Town

This is to certify that an extreme difficulty exists in our efforts to secure a qualified teacher for the position of Autobody repair for the vocational school.

Therefore, the Fitchburg School Committee, because of its inability to employ a qualified teacher, and after being notified by the Supt./Director of the vocational school that all reasonable efforts have been made to recruit for the position, requests a one-year emergency temporary conditional aqproval be granted in order that it may employ:

Raul Duke	Raul	P.
Last Name	First	Middle

4 E St		Fitchburg	407-89-7653
No. and Street		City or Town	Social Sec. #

in said position for the 1975 - 76 academic year.

In accordance with procedures required by the Division of Occupational Education the following checked information is incorporated as part of this request.

1. I have x have not ___ listed this position with the Office of Professional Development in an effort to recruit a qualified teacher.___
2. This person has filed an application for vocational approval on 7/6/75. The necessary application and documentation accompanies this request.___
3. This request being the second-third request for a temporary conditional approval for this teacher, I am attaching transcripts of the work accomplished during the past year to show that this candidate is progressing toward teacher approval.___

No action can be taken on this request (it will be returned) unless a check of our files shows that the individual to be employed has, (1) filed an application for approval with all available supporting documents or, (2) (in the case of the second or third waiver) we have received evidence of the individual's efforts to complete approval requirements since the previous temporary conditional approval was granted.

Alan Sticher
Superintendents Signature

Date

Figure #10-3

RESEARCH MEMORANDUM

TO: Mr. Lot Cook

FROM: Mr. John Connolly Jr.

SUBJECT: Examination of standards and procedures for issuing or refusing the issuance of an approval, provisional or complete, or a temporary waiver certifying, as qualified, a candidate for a teaching, guidance, or administrative certificate with the Department of Occupational Education.

DATE: February 1, 1975

General Introduction: A trend has developed over the past ten years whereby the courts have upheld certain rights of individuals who deal with administrative agencies chartered either by the federal or state governments. The courts always seize upon the 14th Amendment as a basis of their decisions, especially relying on the "due process" and "equal protection" clauses. As such, a body of case law has developed which sets out rather clear warnings to administrative agencies in general that, regardless what their history of fairness or good motive might be, there must be a firm set of procedural standards set out for the completion of the function of any agency and these standards must be uniformally applied. A failure to satisfy these two requirements may result in judicial encroachment into the administrative practices of the offending agency.

These trends are most likely to effect the Division of Occupational Education in the area of the approval or certification of individuals in any of the categories listed under the Administrative Provisions of the State Plan for Vocational Education.

Standards or Requirements for Approval

First, I think it is valuable to mention that regardless of how precise, fair and seemingly iron-clad a set of standards are, they may still become the subject of legal attack. If room is left for personal judgement, for example "sufficient experience" or "adequate experience," the requirement can be attacked as being too vague to insure uniform application. On the other hand, if the requirements are exact and hard lined, for example "3 years of administrative experience," this may be attacked as being an arbitrary regulation which in effect discriminates against otherwise qualified candidates who have less than the stated number of years of experience. This presents a fine line to walk but cases seem to indicate that the second type is easier to justify and, therefore, is to be recommended.

Due Process:

The area of due process in relation to administrative agencies deals with an attempt to guarantee that an individual will not have one of his rights abridge. This is insured by the establishment of an adequate appeal procedure which the individual may use to review and examine any decisions made by the agency which will affect a right which the individual has. The area of due process therefore has two parts.

First of all, past cases have held that a complainant must have an actual vested interest already in existence at the time the agency takes an action allegedly influencing him. Once this right is in existence, the agency can not act contrary to that right without following the administrative due process requirements set down in the case of Goldberg vs Kelly (to be listed below). This vesting of rights can take place in two ways. First, it can arise through affirmative action by the administrative agency. The Georgia case of Bell vs Benson (1971) dealt with the unsuccessful attempt to summarily revoke a drivers license, but any such licensing can easily be analogized to the granting of a teaching certificate which is a license to work. That case held that "once licenses are issued, their continued possession may become essential in the pursuit of a livelihood. . . . In such cases licenses may not be taken away without that due process required by the 14th Amendment" (81 S. Ct. 1586, 1589). It is well known that a full certificate, once granted, is a difficult thing to revoke, but I feel that problems may arise in the near future with reference to provisional approvals or waivers which are granted and then either revoked or not renewed.

Rights may also become vested in a more subtle way which again reflects directly on the practices of granting and extending provisional approvals and waivers. This area deals with a sort of de facto vesting of rights as in the case of Perry vs Sinderman (1972) where a professor was held to have a vested right to employment expectancy despite a stated no tenure policy in the laws establishing the university. Here the agency attempted to insure against the establishment of any vested rights in its contracts but the court held that the prior actions of the agency in other cased had been sufficient to establish a vested right in the complainant and, thereby, given him the right to notice of the intended action and a hearing on its-merits. Therefore, any past action of the Division of Occupational Education in granting protected waivers or provisional approvals may very will be used to establish a vested expectancy interest in someone else whose waiver or approval has either lapsed or been cancelled.

The second part of the due process area is concerned with actual procedural safeguards of rights once they hhave vested. The case of Goldberg vs Kelly is the leading case-law authority on the subject of what minimum procedural safeguards are required. The essence of those requirements follows:

1. Adequate advance notice with statements of the kind of action and the causes for the action

2. Individuals must be given the opportunity to confront witnesses

3. Individuals have a right to have an oral presentation of arguements on his behalf

4. Individuals have a right to present evidence

5. Individuals have a right to cross-examine opposing witnesses

6. Individuals have a right to retain and be represented by an attorney

7. Individuals have a right to full disclosure of opposing evidence

8. The determination of the hearing must be based solely on the legal rules and evidence introduced at the hearing

9. Individuals have a right to a statement of the reasons for the determination and the evidence relied upon

10. The individuals have a right to an impartial decision maker

NOTE: Conspicuously absent from the opinion and therefore not mandated by it are any requirements that there be an official record kept or that an attorney for the complainant be furnished by the agency.

As inclusive as these requirements may appear to be, they are not really very difficult to satisfy and may be satisfied entirely within the framework of the agency itself without resorting to judicial process except for appeals.

Recommendations:

1. In light of the problems discussed above in the area of vesting of rights, I feel that the Division should try to avoid bestowing rights on any individual unless it is intended that these rights be permanent. As mentioned above the most likely source of problems is the area of provisional approvals and waivers because of the built-in possibility that either of these may eventually have to be withdrawn. Therefore, serious consideration should be given to a general policy of no longer granting provisional approvals or waivers or at least doing so only on a contract basis.

2. In the course of studying the provisions of Chapter 74 of the Massachusetts General Laws and Bulletin 326 concerning approvals and/or certification, the two things that struck me were the lack of general statement of certification procedure or rules and also an absence of any stated procedure for appeal when a certification is not granted or renewed. I then turned to Ch. 71 Sect. 38G dealing with the regular secondary schools and I found a very well drafted statute dealing with certification and establishing a constitutionally sound appeal procedure. In view of the present rewriting of Bulletin 326, I think this would be an excellent time to include a similar statute or rule modification to satisfy the particular needs of Occupational Education. This could either be included in Bulletin 326 or added as an amendment to Ch. 74.

Figure #10-4

Approval Number ______________________

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF EDUCATION: DIVISION OF OCCUPATIONAL EDUCATION REGISTRATION OF TEACHERS FOR STATE-AIDED VOCATIONAL PROGRAMS AND OCCUPATIONAL TEACHER-TRAINING CLASSES

For Office Use Only

	Field	Date	Comments	Init.
Approved to Take Exam				
Pass/Fail				
Provisional				
Full and Additional Approval				

Application

(Please Print)

(For applicant to fill in)

Failure to fill out application properly will cause application to be held for correction and thus delay action on it.

______________________19

TO THE DIVISION OF OCCUPATIONAL EDUCATION, 182 TREMONT ST., BOSTON, MASS. 02111

I desire to place before you the following evidence of my qualification as an instructor of

______________________ in a State-aided Vocational Program.
(Subject)

(Mr.) (Ms.) ______________________
(Full Name)

Tel. No. Business ______________________

____
(Street Address)

Tel. No. Home ______________________

____
(City or Town and State) (Zip)

EDUCATION

Social Security ______________________ Are you a United States citizen? ______________________
(or have you filed intent to apply?)

Date of Birth ______________________
(Optional)

ELEMENTARY EDUCATION Names and Locations of Schools Attended		Dates of Attendance		Graduation Date
		From	To	
HIGH SCHOOL OR VOCATIONAL SCHOOL Course of Study ______________				
ADVANCED EDUCATION: COLLEGE OR TECHNICAL	Major			

WORK EXPERIENCE

Your Work Experience in the field you wish to teach

Documentary proof of trade experience on official stationery of firms where candidate was employed must accompany this application.

Where you have been employed	Dates of Employment		Type of work Performed
	From	To	
Name of Firm			
Address			

Have you ever taught apprentices or young workers? ________________

Kind of position you now hold ________________ Present Salary ________

If a license is required for your trade, state type of license you hold and number ________________

Date license acquired ________________

Give the names of three persons who were your employers or foremen, who have been familiar with your work in positions mentioned above with whom we may communicate.

Name ________________ Address ________________

Name ________________ Address ________________

Name ________________ Address ________________

TEACHING EXPERIENCE

Names and Locations of Schools	Grade or Subject Taught	Length of Service From	 To

Give names of at least two persons familiar with your work as a teacher with whom we may communicate at the present time.

Name ______________________ Address ______________________

Name ______________________ Address ______________________

ALL APPLICANTS MUST COMPLETE THE FOLLOWING

1. Have you ever had a teaching certificate revoked or suspended in any Commonwealth or State at any time?	YES	NO
2. Have you ever been dismissed from a teaching or school administration position?	YES	NO
3. Have you ever been convicted of any crime (excluding minor traffic violations)?	YES	NO
4. Have you any physical or mental disabilities?	YES	NO
5. Do you object to our contacting former employers of yours?	YES	NO
6. Do you consent to making relevant information in your file available to prospective employers?	YES	NO

NOTE: If the answer is "YES" to any of questions 1-5 or "NO" to question 6, please enclose an explanation with appropriate documentation, if necessary.

If certified by the Bureau of Teacher Certification and Placement include certificate number. ______________________

Are you interested in qualifying in a full-time vocational program? ______________________

Are you interested only in part-time or evening school work? ______________________

Every teacher employed in a State-aided Vocational Program is required to complete a special college preparation program before a full approval can be granted and must do approved professional improvement work each year of service.

Do you understand these requirements and accept their provisions? ______________________

A true statement made under the penalties of perjury.

(Signed) ______________________

Figure #10-5

RESEARCH MEMORANDUM

TO: Mr. Lot Cook

FROM: Mr. John Connolly, Jr.

SUBJECT: Disclosure of Vocational Personnel Approval Files

DATE: April 16, 1975

General: The question of the release of the contents of personnel files to individuals other than the individual named in those files must be considered from two sides. On the one hand there are public disclosure laws, such as Mass. General Laws Ch. 4, Sect. 7, which, in essence, impose a duty upon public officials to allow access to public records if the procedures outlines in Ch. 66, Sect. 10 are properly complied with by the requesting party. The other side of the issue concerns the privacy rights of the individual involved and the question of whether disclosure can be made without consent.

The public disclosure laws I have studied, have included mainly the Mass. statute cited above and the Federal Freedom of Information Act (5 United States Code Sect. 552 Sub. 3). These laws have been uniform in their essential thrust and in the manner in which the courts have enforced and interpreted them. Both of these laws have placed heavy burdens upon governmental agencies to make disclosure of public records but both have also been careful to include lists of documents to be exempted from the disclosure duties and both have included Personnel and medical files among the listed exemptions, M.G.L.A. Ch. 4 Sect. 7 (26) (c) and 5 U.S.C. 552 (3) (6).

These statutes relate to the duty of governmental agencies to make requested disclosures, and the cases testing the strength of these exemptions have all been instances where an agency is resisting the requested disclosure. The two cases that deal most closely with the force and effect of the personnel files exemption are both federal cases: Rose vs Department of the Air Force C.A.N.Y. 495 F2d 261 and Getman vs N.L.R.B. discussed in the 40 Geo. Wash. Law Rev.

527. These cases both uphold the personnel files exemption and release the agencies from any duty to disclose "intimate details and highly personal data."

Therefore, on the issue of duty to disclose, the Division can feel secure in denying any requested access to its personnel files.

However, the issue of disclosure of personnel files also presents a question of whether or not the Division has the right to disclose the contents of a file without the consent of the individual whose file is to be released. This issue deals with the right of privacy and the degree to which it exists and is recognized in this country. Without getting involved in a lengthy dissertation on the historical development of this question, I would like to simply state that the right of privacy appears to be one of the few rights that the courts seem to be trying to expand. For several years now certain members of the U.S. Supreme Court have reached into the 9th Amendment to find a right of privacy, stating that the right of privacy is so basic that the Framers neglected to include it without intending to exclude it. As such, it is a guaranteed right which may not be infringed upon.

The Massachusetts Legislature in 1973 took the first step toward securing personal privacy in this state by passing Mass. General Laws Ch. 214, Sect. 1B, which includes four specific areas which may give rise to an action for invasion of privacy. One of the provisions makes the publication of private information in violation of ordinary decencies an offense actionable in tort. It is my opinion that these provisions, linked with the exemption cited above, will lead courts to expand the law, through interpretation, to include a ban on the disclosure of personal data without consent. In any case, it would be unwise for the Division to disclose any personal information without consent because of the possible violation of Ch. 214, Sect. 1B.

The question of legal consent is one which is often argued before the courts. Consent can be either expressed or implied, and continue to have full legal effect in either instance. Express consent arises when the person clearly expresses his/her intention to give consent, orally or in writing. Implied consent occurs when a person, through his actions, objectively manifests an intention to consent to the action. This type of consent is of equal legal value as express consent but is much more difficult to establish. In the case of personnel files implied consent to disclose the contents to a potential employer could possibly be found in the fact that the individual applied for employment. This example of implied consent, although arguable, should not be taken as law. It is merely offered as a possible example which may or may not be supported by a court.

In light of the forementioned legal theories, I feel that it is important that the Division should protect itself by obtaining either proof of expressed consent or the actual express consent before divulging the contents of a personnel file. This consent could be obtained by a clause, to be separately signed, and conspicuously set out on all applications for certification. The clause should state that the individual consents to have the contents of his/her file disclosed to employers, actual or potential, including school administrators and school committees.

RESPONSE TO SPECIFIC QUESTIONS

Questions 1,2&3

1) Who has the right to see an individual's file? The individual? His employer? Potential employers? Examiners? School Committees?

2) Should we notify individuals who provide personal data or references that such documents may be open to the public?

3) Can the Office of Professional Development disseminate single pieces of information such as test scores and salaries?

Answer:

These three questions can best be answered together. The answer is that no one other than the individual has the right to see the contents of a file. This means that the Division has the right to refuse any requested disclosures in this area. On the other hand, the division has no right to voluntarily disclose the contents of a file absent the consent of the individual involved.

Therefore, it is my recommendation that the Division should resist disclosures unless consent is received through a signed consent clause as discussed above. This clause could be included by the Division in its application for certification or by the school committees in their employment applications.

Question 4

4) Can an individual add or remove documents from his file? If so, under what conditions or restraints?

Answer:

When an individual sends material in to the Division, that material becomes a possession of the Division and, as such, is not subject to the whims of the sender. A recent case has discussed this situation in more depth and has ruled that while the individual may have no property rights in the contents of a file, the individual concerned has a right to examine the contents of the file, and if the file contains any false or misleading information, the individual can take steps to effectuate changes in the content that will correct the errors.

Question 5

5) In case of an individual claiming to have submitted or received documents or information which we cannot substantiate, where does the burden of responsibility lie?

Answer:

The question of legal responsibility involves what is called the burden of proof. In order for the claim of either party to be sustained, that party has the burden of proving that their assertions are factual.

In the case where someone is claiming to have received something from the Division, the burden of proof can be satisfied only by actual proof of receipt. The claimant, when faced with denial by the alleged sender, must present adequate proof of receipt; usually in the form of the original or a suitable copy. The claimant must fulfill this requirement or his claim will be denied. The only situation where secondary evidence is admissible, that is, copies or evidence other than the original, is when the original is lost or destroyed without fault on the part of the claimant. The burden of the claimant in this instance is a difficult one to sustain because there is a presumption operating against him.

In cases where someone is claiming to have submitted info to the Division, the rules of evidence reverse the situation somewhat. If the claimant can prove, by receipt, eye-witnesses, or past business practice, that the material was actually sent, the law then imposes a presumption of receipt upon the alleged recipient. This presumption can be rebutted by evidence that the material was never received, but such evidence is obviously not easy to offer in a very convincing manner. The type of evidence usually offered is a presentation of a pattern of doing business in which a receipt is issued for each piece of incoming material, and a copy of the receipt is included in the file of the sender. This type of evidence, while not conclusive, can have a strong influence in rebutting the presumption of receipt.

Question 6

6) How long must we hold records, specifically in cases of individuals over seventy years of age and individuals who applied but were never approved?

Answer:

With regard to public records, Mass. Gen. Laws Ch. 66, Sect. 8, says that 7 years after the final or last entry, a file may be destroyed. In situations where confusion or uncertainty exist over the age of a file, it would be advisable to check with the Records Conservation Board for an official determination.

Figure #10-6

RESEARCH MEMORANDUM

TO: Lot Cook

FROM: Mr. John Connolly, Jr.

SUBJECT: Power of the Division of Occupational Education to deny reimbursement to schools held in violation of standards of approval

DATE: April 22, 1975

General: Section 1 of Chapter 74 of the Mass. Gen. Laws lists ten approval factors which the Department of Education, through the Division of Occupational Education, must maintain in the schools and programs run under its auspices. Proper qualification of teachers and administrative personnel is one of the ten requirements and, as such, the approval of people to teach in state aided schools is within the stated powers of the Division. A preceeding memorandum set out recommended procedures for personnel approvals and, assuming the Division follows procedural and constitutional requirements in withholding approval of an individual, the employment of one such unapproved individual by a state aided school would clearly be in violation of the stated conditions for approval.

This violation by the school would be a breach of a contract, implied in fact, that each school has with the Division. The duties and rights of each party are set out in Bulletin 326, and Section VII Sub. B of Bulletin 326 specifically addresses the subject of reimbursement. That section states that, "For approved... schools, the Commonwealth shall pay..." It is clear from this section that payment by the Commonwealth was intended, by the legislature, to be conditional upon the school being approved; i.e. satisfying the ten approval factors. Failure to satisfy any or all of the approval factors will operate to release the Division from any duty of reimbursement.

There is only one way in which a refusal to reimburse, based on failure to gain approval, could be successfully attacked. This attack would be based on any prior situations where the Division knowingly reimbursed a "non-approved" school. An action of this type would give a claiming school a strong precedent for the legitimacy of their claim and, therefore, any such action on the part of the Division should be avoided.

Project Task #11: Survey Demand for vocational instructors in Massachusetts

A survey of professional staff needs was developed by the project staff in the winter of 73-74 to complement the supply survey being conducted in conjunction with the systemitization of occupational approval process.

The survey was designed to assess the demand for vocational personnel for a one, two and five year period beginning in FY 76. The survey was particulary designed to attempt to evaluate what the demands for special needs instructors in vocational education would be with the inception of Chapter 766 (the new Mass. Special Education Act), as well as the demand created as a result of normal turn over.

Unfortunately a moratorium on any new surveys being sent to LEA's was declared by the Department of Education. Shortly after the survey was completed the staff was unable to distribute it.

Recommendations:

1) The survey should be updated and distributed as soon as appropriate authorization can be obtained.

Figure #11-1

PROFESSIONAL STAFF NEEDS QUESTIONNAIRE

Instructions

General Instructions: This questionnaire is not directed at the number of teachers in any of the schools but rather, we are attempting to ascertain the number of teaching positions. This means that the number should include positions which are presently filled as will as those which are vacant. Also, if one individual fills more than one position, those positions should be included separately.

The section at the bottom of each page entitled Special Programs is seeking to elicit an unduplicated count of positions in the areas listed. Only those positions which are designed such that 50% or more of the time of the individual will be spent in any of the five areas listed should be included under that section.

The columns requesting figures on anticipated positions are designed to assist us in our planning of programs and budgets for teacher training courses in the future. We understand the difficulty in answering these sections, especially those requesting projections for two and five years, however, this is an important part of our study, and we will greatly appreciate your efforts in this area.

Specific Instructions:

I. Pages I-4 deal with ordinary secondary level positions, while post-secondary and adult levels are each given a separate page.

2. On page I, the spaces left blank after Other(non-teaching) are there to provide flexibility in the listing of administrative and guidance type positions whose presence or title may vary from one school to another.

3. Page 4 is left completely blank to be filled in by the individual schools in accordance with the courses which they offer. This is also done to allow for the differences in programs offered. Here you should list and count any teaching positions in your school not previously included.

4. Pages 5&6 are concerned with courses of the post-secondary and adult or extension type and again because of the variety of courses offered in those programs, those pages are left blank to be filled in by each individual school as needed.

5. Footnoted terms:

   I. Replacement: In these columns please include presently existing positions expected to become available because of attrition.

Specific Instructions (cont.):

2. New Positions: In these columns please include any new positions expected develop because of expansion or new course offerings.

3. Days F.T.: These columns should include the total of all positions involving the secondary school level on a full-time basis. Positions should be included here even if they will also appear in either of the following two columns. However, any position which involves more than 50% of the time in a Special Needs type program should not be included here as those positions are provided for in the special section at the bottom of each page.

4. Disad.(disadvantaged): These columns are provided for positions already counted under either Days F.T., Post-2ary, or Adult, but where the position involves some time soent in work with disadvantaged students. The total time spent in this special work should be less than 50% of the total time allotted to the position.

5. Hand.(handicapped): Instructions here are the same as for Disad.

6. Post-2ary(post-secondary): The instructions here are the same as for Days F.T. except that here the position must deal with students on the post-secondary level.

7. Adult: Again here the instructions should be the same as those for Days F.T. except that here the position should be concerned with courses offered to adult students, including programs like Evening Trades Extension, Evening Trade Prepatatory, Evening Practical Arts.

Note: Special definitions provided by statute:

Disadvantaged: this term includes persons, other than handicapped, who have academic, socioeconomic, or other handicaps that prevent them from succeeding in the regular vocational education programs.

Handicapped: this term applies to persons who are mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, crippled or otherwise health impaired and who, by reason thereof, require special education and related services.

Areas of Occupational Specialization	Total Number of Positions Currently in Existence			Total Number of Positions Anticipated Fiscal 1976 (Sept. 1975)						Total Number of Positions Anticipated Fiscal 1977 (Sept. 1976)						Total Number of Positions Anticipated Fiscal 1980 (Sept 1979)					
				Replacement (attrition) 1			New Positions (expansion) 2			Replacement (attrition) 1			New Positions (expansion) 2			Replacement (attrition) 1			New Positions (expansion) 2		
	Days F.T. 3	Disad$_4$	Hand.$_5$	Days F.T. 3	Disad$_4$	Hand.$_5$	Days F.T. 3	Disad$_4$	Hand$_5$	Days F.T. 3	Disad$_4$	Hand.$_5$	Days F.T.3	Disad$_4$	Hand.$_5$	Days F.T. 3	Disad$_4$	Hand$_5$	Days F.T.3	Disad$_4$	Hand$_5$
Supt./Dir.-Regional Voc. School																					
Asst. Supt./Dir.- Reg Voc. School																					
Dir.-Voc. H.S.																					
Asst. Dir.-Voc. H.S.																					
Dir. of Occ. Ed. in a Comp. School System																					
Dir. of Voc. Guid./ Pupil Personnel Serv.																					
Counselor Voc. Guid.																					
Other (non-teaching)																					
Auto Body Repair																					
Automotive Repair																					
House Carpentry																					
Mill Carpentry																					
Cabinetmaking																					
Special Programs (more than 50% of time in Special Needs)																					
Cooperative (Pt. 5)																					
Disadvantaged																					
Handicapped																					
Remedial																					
Exemplary																					
Other (specify)																					

Areas of Occupational Specialization	Total Number of Positions Currently in Existence			Total Number of Positions Anticipated Fiscal 1976 (Sept. 1975)						Total Number of Positions Anticipated Fiscal 1977 (Sept. 1976)						Total Number of Positions Anticipated Fiscal 1980 (Sept 1979)					
				Replacement (attrition) I			New Positions (expansion) 2			Replacement (attrition) I			New Positions (expansion) 2			Replacement (attrition) I			New Positions (expansion) 2		
	Days F.T. 3	Disad. 4	Hand. 5	Days F.T. 3	Disad. 4	Hand. 5	Days F.T. 3	Disad. 4	Hand. 5	Days F.T. 3	Disad. 4	Hand. 5	Days F.T. 3	Disad. 4	Hand. 5	Days F.T. 3	Disad. 4	Hand. 5	Days F.T. 3	Disad. 4	Hand. 5
Painting and Decorating																					
Machine Drafting																					
Architectural Draft.																					
Structural Drafting																					
Electro-Mech. Draft.																					
Letterpress Press Wk.																					
Copy Preparation																					
Offset Press Work																					
Offset Preparation																					
[illegible] Design																					
Electrical																					
Plumbing&Pipefitting																					
Culinary Arts-Chef																					
Culinary Arts-Baking																					
Upholstery																					
Cosmetology																					
Air Cond. & Refrig.																					
Radio & T.V. Repair																					
Machine Shop																					
Special Programs (more than 5% of Time in Special Needs)																					
Cooperative (Pt. G)																					
Disadvantaged																					
Handicapped																					
Remedial																					
Exemplary																					
Other (specify)																					

Areas of Occupational Specialization	Total Number of Positions Currently in Existence			Total Number of Positions Anticipated Fiscal 1976 (Sept. 1975)						Total Number of Positions Anticipated Fiscal 1977 (Sept. 1976)						Total Number of Positions Anticipated Fiscal 1980 (Sept 1979)					
				Replacement (attrition) 1			New Positions (expansion) 2			Replacement (attrition) 1			New Positions (expansion) 2			Replacement (attrition) 1			New Positions (expansion) 2		
	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]
General Sheet Metal																					
Precision Sheet Metal																					
Metal Fabrication																					
Welding																					
Mathematics																					
English																					
Science																					
Social Studies																					
Data Processing																					
Electronics																					
Plant Maintenance																					
Physical Education																					
[illegible]																					
[illegible] Trades																					
Diesel Mechanics																					
Shop School Instr.																					
Drafting																					
Carpentry																					
Printing																					
Special Programs (more than 50% of time in Special Needs)																					
Cooperative (Pt. G)																					
Disadvantaged																					
Handicapped																					
Remedial																					
Exemplary																					
Other (specify)																					

Areas of Occupational Specialization	Total Number of Positions Currently in Existence			Total Number of Positions Anticipated Fiscal 1976 (Sept. 1975)						Total Number of Positions Anticipated Fiscal 1977 (Sept. 1976)						Total Number of Positions Anticipated Fiscal 1980 (Sept 1979)					
				Replacement (attrition)[1]			New Positions (expansion)[2]			Replacement (attrition)[1]			New Positions (expansion)[2]			Replacement (attrition)[1]			New Positions (expansion)[2]		
	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]	Days F.T.[3]	Disad.[4]	Hand.[5]
Other (specify)																					
Special Programs (more than 50% of time in Special Needs)																					
Cooperative (Pt. G)																					
Disadvantaged																					
Handicapped																					
Remedial																					
Exemplary																					
Other (specify)																					

Areas of Occupational Specialization	Total Number of Positions Currently in Existence			Total Number of Positions Anticipated Fiscal 1976 (Sept. 1975)						Total Number of Positions Anticipated Fiscal 1977 (Sept. 1976)						Total Number of Positions Anticipated Fiscal 1980 (Sept 1979)					
				Replacement (attrition) 1			New Positions (expansion) 2			Replacement (attrition) 1			New Positions (expansion) 2			Replacement (attrition) 1			New Positions (expansion) 2		
	Post-2ary 6	Disad. 4	Hand. 5	Post-2ary 6	Disad. 4	Hand. 5	Post-2ary 6	Disad. 4	Hand. 5	Post-2ary 6	Disad. 4	Hand. 5	Post-2ary 6	Disad. 4	Hand. 5	Post-2ary 6	Disad. 4	Hand. 5	Post-2ary 6	Disad. 4	Hand. 5
Special Programs (more than 50% of time in Special Needs)																					
Cooperative (Pt. G)																					
Disadvantaged																					
Handicapped																					
Model or																					
Exemplary																					
Other (specify)																					

Areas of Occupational Specialization	Total Number of Positions Currently in Existence			Total Number of Positions Anticipated Fiscal 1976 (Sept. 1975)						Total Number of Positions Anticipated Fiscal 1977 (Sept. 1976)						Total Number of Positions Anticipated Fiscal 1980 (Sept. 1979)					
				Replacement (attrition) I			New Positions (expansion) 2"			Replacement (attrition) I			New Positions (expansion) 2			Replacement (attrition) 1			New Positions (expansion) 2		
	Adult 7	Disad 4	Hand. 5	Adult 7	Disad 4	Hand. 5	Adult 7	Disad 4	Hand 5	Adult 7	Disad 4	Hand. 5	Adult 7	Disad. 4	Hand. 5	Adult 7	Disad. 4	Hand 5	Adult 7	Disad 4	Hand 5
Special Program (more than 50% of time in Special Needs)																					
Cooperative (Pt. G)																					
Disadvantaged																					
Handicapped																					
Residual																					
Exemplary																					
Other (specify)																					

APPENDICES

APPENDIX #[illegible]

OBJECTIVE/TASK RELATIONSHIP CHART

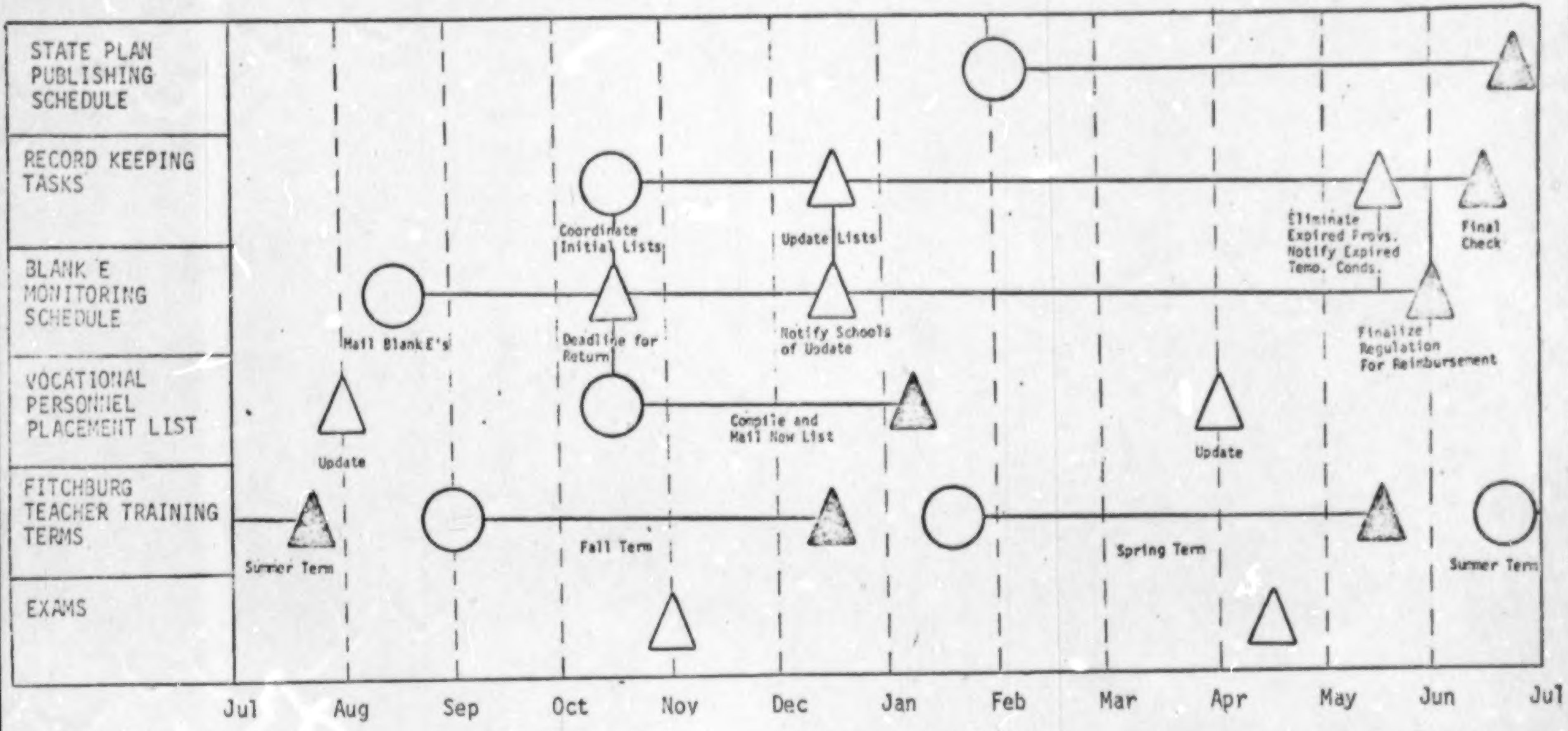
	OBJECTIVE #1	OBJECTIVE # 2	OBJECTIVE #3	OBJECTIVE #4
	Improve the record-keeping and Chapter 74 monitoring systems	Provide more accurate and up-to-date information to LEA's	Be able to determine manpower supply and demand throughout the state	Provide more consistent and efficient service to individuals entering the teacher-training program
T1]	Survey all LEA personnel			
T2]	Improve the record-keeping system for the OPD	Improve the record-keeping system for the OPD	Improve the record-keeping system for the OPD	Improve the record-keeping system for the OPD
T3]	Improve data needed for OPD planning		Improve data needed for OPD planning	
T4]	Provide uniform credentials for vocational personnel throughout Massachusetts	Provide uniform credentials for vocational personnel throughout Massachusetts		Provide uniform credentials for vocational personnel throughout Massachusetts
T5]	Monitor the teacher approval factor in Chapter 74 programs as a condition for reimbursement			
[T6]		Develop listings of available approved instructors for LEA's		Develop listings of available approved instructors for LEA's
[T7]		Rewrite the job title, description and requirement policies for all approval fields in Chapter 74 programs		
T8]	Interface vocational approval system with the vocational data bank		Interface vocational approval system with the vocational data bank	
[T9]				Increase number of minority instructors in vocational education
T10]	Establish policies on the OPD's legal responsibilities and powers			
T11]	Survey demand for vocational instructors in Massachusetts		Survey demand for vocational instructors in Massachusetts	

[T1]=Project Task Number

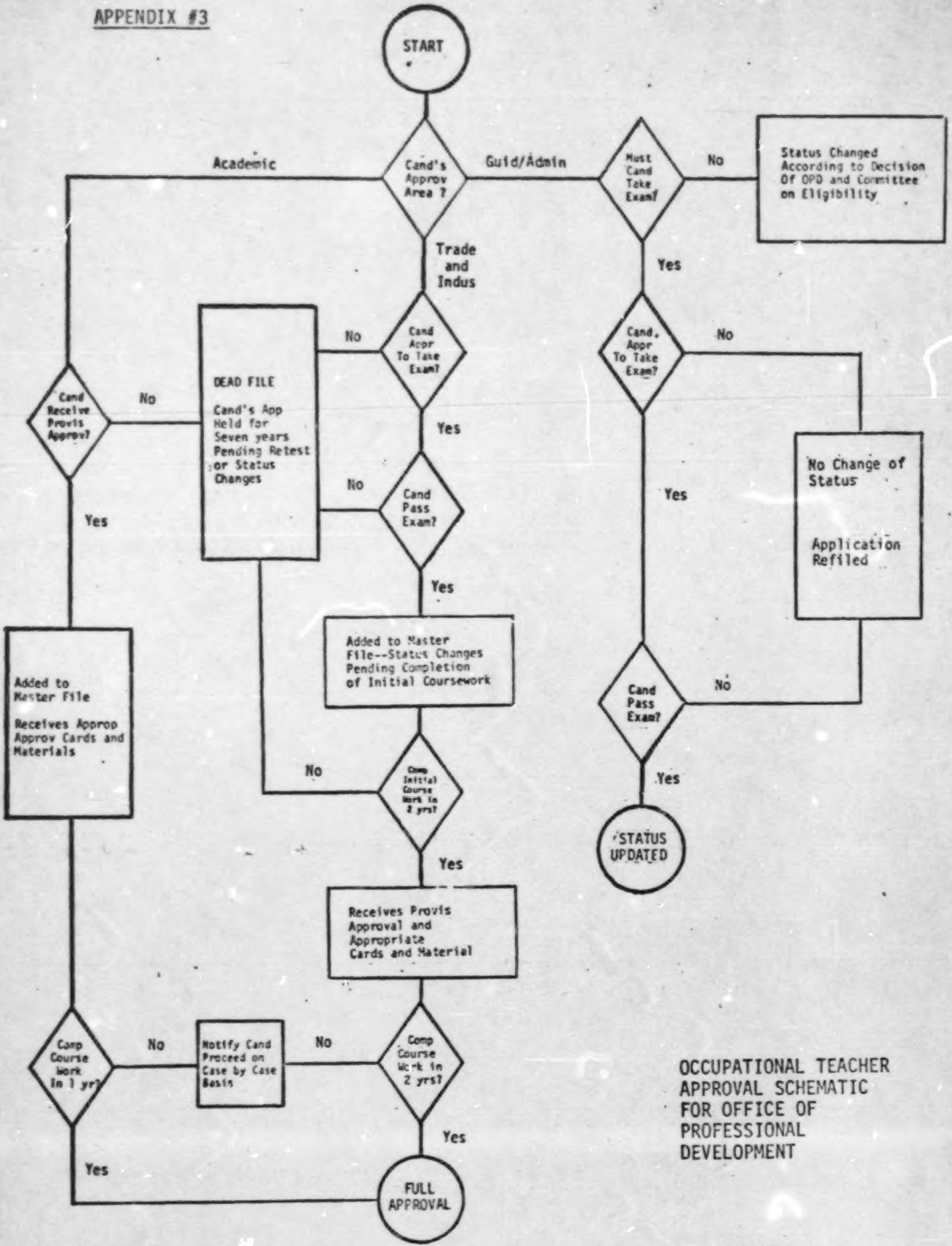
APPENDIX #2

PROJECT TASK SCHEDULE FOR THE
OFFICE OF PROFESSIONAL DEVELOPMENT

KEY
- ○ Project Task (or Component) Initiation
- △ Project Task (or Component) Milestone
- ▲ Project Task (or Component) Completion

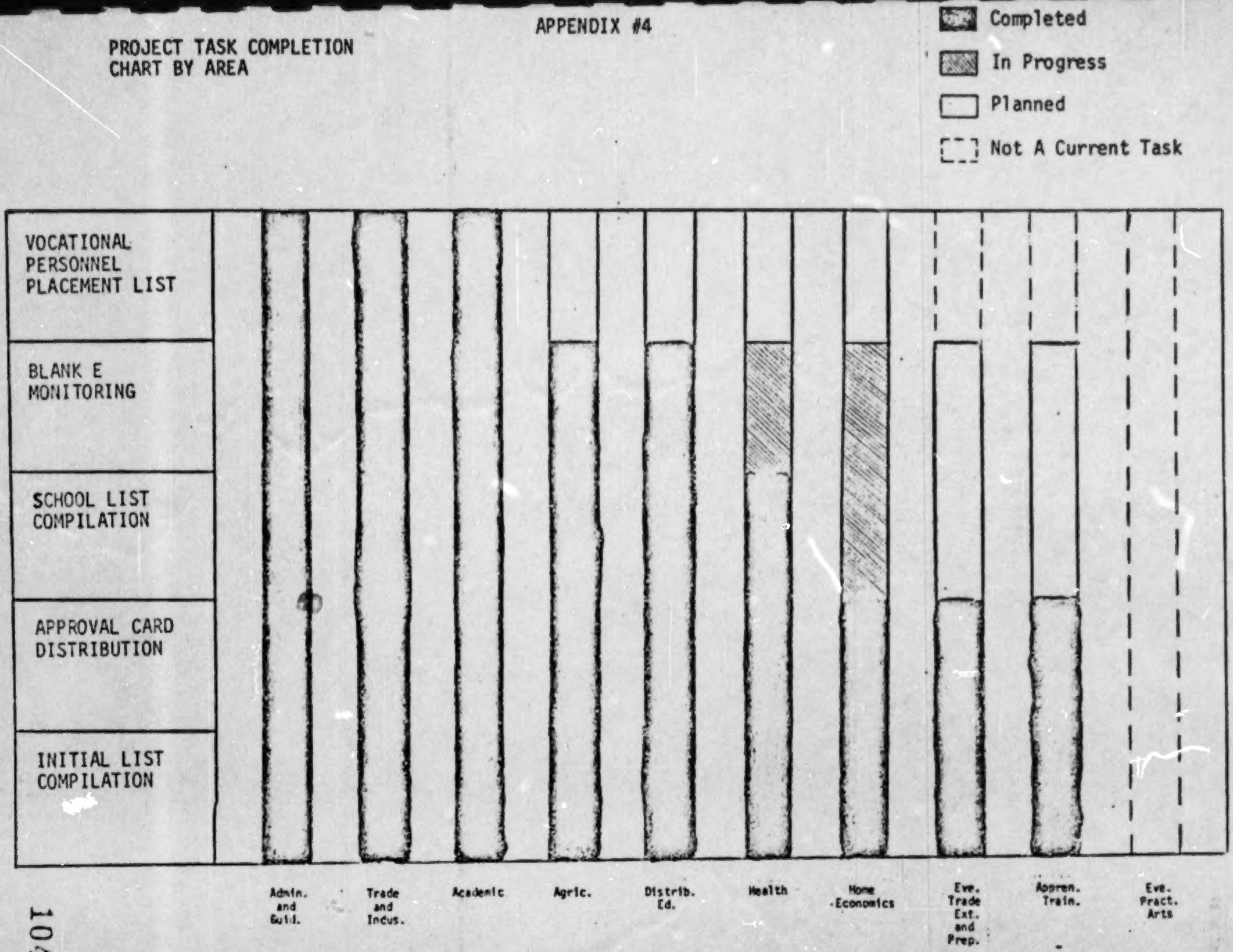


APPENDIX #3


START
Cand's Approv Area ?
Academic
Guid/Admin
Trade and Indus
Must Cand Take Exam?
No
Status Changed According to Decision Of OPD and Committee on Eligibility
Yes
Cand Appr To Take Exam?
No
Yes
Cand. Appr To Take Exam?
No
Cand Receive Provis Approv?
No
DEAD FILE
Cand's App Held for Seven years Pending Retest or Status Changes
No
Cand Pass Exam?
Yes
Yes
No Change of Status
Application Refiled
Yes
Added to Master File--Status Changes Pending Completion of Initial Coursework
Added to Master File
Receives Approp Approv Cards and Materials
Cand Pass Exam?
No
Yes
No
Comp Initial Course Work in 2 yrs?
STATUS UPDATED
Yes
Receives Provis Approval and Appropriate Cards and Material
Comp Course Work In 1 yr?
No
Notify Cand Proceed on Case by Case Basis
No
Comp Course Work in 2 yrs?
Yes
Yes
FULL APPROVAL

OCCUPATIONAL TEACHER
APPROVAL SCHEMATIC
FOR OFFICE OF
PROFESSIONAL
DEVELOPMENT

PROJECT TASK COMPLETION CHART BY AREA



APPENDIX #5

Chapter 74 Expenditures: Audited and Unaudited totals as of April, 1975

Programs	Audited	Unaudited	Total
001-351 Municipalities	$11,242,733	$1,879,236 (17%)	$13,121,966
401-408 Independent Board of Trustees (Worcester, New Bedford, etc.)	2,150,356	23,906 (01%)	2,174,262
600-780 Regional High Schools and Comprehensive High Schools	614,589	402,920 (39%)	1,017,509
801-885 Regional Vocational-Technical High Schools	15,278,965	--------- (00%)	15,278,965
Total	29,286,643	2,306,602 (08%)	31,592,702

Schools with over $25,000 in reimbursement to unaudited Chapter 74 programs.

Brockton (044)'
Cambridge (049)
Burlington (048)
Easton (088)
Falmouth (096)
Lawrence (149)
Marshfield (171)
Melrose (178)
Milford (185)
Millis (187)
Northampton (210)
North Attleboro (212)
Revere (248)
Stoneham (284)
Wakefiled (305)
Watertown(314)
West Bridgewater (323)
Winchedon (343)
Yarmouth (351)
Hamilton Wenham Regional (675)
Martha's Vineyard Regional (700)
Masconet Regional (705)
Southern Berkshire Regional (765)

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

	Net Reimb. Expend.	Computed Aid: 50%
001 ABINGTON	2,803.	1,402.
002 ACTON		
003 ACUSHNET		
004 ADAMS		
005 AGAWAM	3,534.	1,767.
006 ALFORD		
007 AMESBURY		
008 AMHERST		
009 ANDOVER		
010 ARLINGTON	317,069.	158,535.
011 ASHBURNHAM		
012 ASHBY		
013 ASHFIELD		
014 ASHLAND		
015 ATHOL	6,109.	3,055.
016 ATTLEBORO	441,819.	220,910.
017 AUBURN	5,571.	2,786.
018 AVON	4,924.	2,462.
019 AYER	3,202.	1,601.
020 BARNSTABLE	306,711.	153,356.

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

	Net Reimb. Expend.	Computed Aid: 50%
021 BARRE		
022 BECKET		
023 BEDFORD	35,915.	17,958.
024 BELCHERTOWN	5,835.	2,918.
025 BELLINGHAM	336.	168.
026 BELMONT		
027 BERKLEY		
028 BERLIN	32.	16.
029 BERNARDSTON		
030 BEVERLY	479,496.	239,748.
031 BILLERICA	12,267.	6,134.
032 BLACKSTONE		
033 BLANDFORD		
034 BOLTON		
035 BOSTON	4,079,926.	2,039,963.
036 BOURNE		
037 BOXBOROUGH		
038 BOXFORD		
039 BOYLSTON		
040 BRAINTREE	562.	281.
041 BREWSTER		
042 BRIDGEWATER		
043 BRIMFIELD		
044 BROCKTON	164,345.	82,173.

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

	Net Reimb. Expend.	Computed Aid 50%
045 BROOKFIELD		
046 BROOKLINE	357,918.	178,959.
047 BUCKLAND		
048 BURLINGTON PUBLIC SCHOOLS	174,139.	87,070.
049 CAMBRIDGE	66,198.	33,099.
050 CANTON	9,830.	4,915.
051 CARLISLE		
052 CARVER		
053 CHARLEMONT		
055 CHATHAM	12,601.	6,301.
056 CHELMSFORD	43,203.	21,602.
057 CHELSEA	48,939.	24,470.
058 CHESHIRE	100.	50.
059 CHESTER		
060 CHESTERFIELD		
061 CHICOPEE	778,311.	389,156.
062 CHILMARK		
063 CLARKSBURG	100.	50.
064 CLINTON		
065 COHASSET		
066 COLRAIN		
067 CONCORD		
068 CONWAY		
069 CUMMINGTON		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
070	DALTON		
071	DANVERS	44,459.	22,230.
072	DARTMOUTH	117,658.	58,829.
073	DEDHAM	4,728.	2,364.
074	DEERFIELD		
075	DENNIS	7,380.	3,690.
076	DIGHTON		
077	DOUGLAS	587.	294.
078	DOVER		
079	DRACUT	22,688.	11,344.
080	DUDLEY		
081	DUNSTABLE		
082	DUXBURY	9,325.	4,663.
083	EAST BRIDGEWATER	6,057.	3,029.
084	EAST BROOKFIELD		
085	EASTHAM		
086	EASTHAMPTON	11,497.	5,749.
087	EAST LONGMEADOW	1,260.	630.
088	EASTON	228,482.	114,241.
089	EDARTOWN		
090	EGREMONT		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid: 50%
091	ERVING		
092	ESSEX	3,824.	1,912.
093	EVERETT	573,015.	286,508.
094	FAIRHAVEN	5,667.	2,834.
095	FALL RIVER	212,578.	106,289.
096	FALMOUTH	147,291.	73,646.
097	FITCHBURG		
098	FLORIDA	100.	50.
099	FOXBOROUGH		
100	FRAMINGHAM	14,198.	7,099.
101	FRANKLIN	12,090.	6,045.
102	FREETOWN		
103	GARDNER	6,393.	3,197.
104	GAY HEAD		
105	GEORGETOWN		
106	GILL		
107	GLOUCESTER	201,583.	100,792.
108	GOSHEN		
109	GOSNOLD		
110	GRAFTON	405.	203.
111	GRANBY		
112	GRANVILLE		
113	GREAT BARRINGTON		
114	GREENFIELD	181,893.	90,947.

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

	Net Reimb. Expend.	Computed Aid: 50%
115 GROTON		
116 GROVELAND		
117 HADLEY	9,376.	4,688.
118 HALIFAX		
119 HAMILTON		
120 HAMPDEN		
121 HANCOCK		
122 HANOVER	26,252.	13,126.
123 HANSON		
124 HARDWICK		
125 HARVARD		
126 HARWICH	9,006.	4,503.
127 HATFIELD	3,620.	1,810.
128 HAVERHILL	10,250.	5,125.
129 HAWLEY		
130 HEATH		
131 HINGHAM		
132 HINSDALE		
133 HOLBROOK	3,720.	1,860.
134 HOLDEN		
135 HOLLAND		
136 HOLLISTON		
137 HOLYOKE	424,708.	212,354.

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid: 50%
138	HOPEDALE		
139	HOPKINTON	1,241.	621.
140	HUBBARDSTON		
141	HUDSON	1,880.	940.
142	HULL		
143	HUNTINGTON		
144	IPSWICH	2,232.	1,116.
145	KINGSTON		
146	LAKEVILLE		
147	LANCASTER		
148	LANESBOROUGH		
149	LAWRENCE	153,000.	76,500.
150	LEE	29,568.	14,784.
151	LEICESTER		
152	LENOX	780.	390.
153	LEOMINSTER	469,281.	234,641.
154	LEVERETT		
155	LEXINGTON	16,801.	8,401.
156	LEYDEN		
157	LINCOLN		
158	LITTLETON		
159	LONGMEADOW		
160	LOWELL	713,682.	356,841.

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid: 50%
161	LUDLOW		
162	LUNENBURG	2,582.	1,291.
163	LYNN	1,697,817.	848,909.
164	LYNNFIELD		
165	MALDEN	417,033.	208,517.
166	MANCHESTER	11,238.	5,619.
167	MANSFIELD	5,876.	2,938.
168	MARBLEHEAD		
169	MARION		
170	MARLBOROUGH	33,334.	16,667.
171	MARSHFIELD	88,708.	44,354.
173	MATTAPOISETT		
174	MAYNARD		
175	MEDFIELD		
176	MEDFORD	857,053.	428,527.
177	MEDWAY	3,927.	1,964.
178	MELROSE	70,749.	35,375.
179	MENDON		
180	MERRIMAC		
181	METHUEN	6,097.	3,049.
182	MIDDLEBOROUGH	2,220.	1,110.
183	MIDDLEFIELD		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid:50%
184	MIDDLETON		
185	MILFORD	350,075.	175,038.
186	MILLBURY	29,390.	14,695.
187	MILLIS	167,730.	83,865.
188	MILLVILLE		
189	MILTON		
190	MONROE		
191	MONSON		
192	MONTAGUE		
193	MONTEREY		
194	MONTOGOMERY		
195	MT. WASHINGTON		
196	NAHANT		
197	NANTUCKET		
198	NATICK	32,200.	16,100.
199	NEEDHAM	86,713.	43,357.
200	NEW ASHFORD		
201	NEW BEDFORD		
202	NEW BRAINTREE		
203	NEWBURY		
204	NEWBURYPORT	44,421.	22,211.
205	NEW MARLBOROUGH		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
207	NEWTON	824,895.	412,448.
208	NORFOLK		
209	NORTH ADAMS	29,245.	14,623.
210	NORTHAMPTON	149,012.	74,506.
211	NORTH ANDOVER	5,992.	2,996.
212	NORTH ATTLEBORO	171,537.	85,769.
213	NORTHBOROUGH	1,046.	523.
214	NORTHBRIDGE	47,783.	23,892.
215	NORTH BROOKFIELD		
216	NORTHFIELD		
217	NORTH READING	7,878.	3,939.
218	NORTON		
219	NORWELL	3,507.	1,754.
220	NORWOOD	117,568.	58,784.
221	OAK BLUFFS		
222	OAKHAM		
223	ORANGE		
224	ORLEANS		
225	OTIS		
226	OXFORD		
227	PALMER	31,175.	15,588.
228	PAXTON		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
229	PEABODY	500,192.	250,096.
230	PELHAM		
231	PEMBROKE		
232	PEPPERELL		
233	PERU		
234	PETERSHAM		
235	PHILLIPSTON		
236	PITTSFIELD	1,088,534.	544,267.
237	PLAINFIELD		
238	PLAINVILLE		
239	PLYMOUTH		
240	PLYMPTON		
241	PRINCETON		
242	PROVINCETOWN	13,675.	6,838.
243	QUINCY	1,800,729.	900,365.
244	RANDOLPH	7,003.	3,502.
245	RAYNHAM		
246	READING	17,128.	8,564.
247	REHOBOTH		
248	REVERE	124,575.	62,288.
249	RICHMOND		
250	ROCHESTER		
251	ROCKLAND	13,570.	6,785.
252	ROCKPORT	22.	11.
253	ROWE		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
254	ROWLEY		
255	ROYALSTON		
256	RUSSELL		
257	RUTLAND		
258	SALEM	338,872.	169,436.
259	SALISBURY		
260	SANDISFIELD		
261	SANDWICH	1,996.	998.
262	SAUGUS		
263	SAVOY		
264	SCITUATE		
265	SEEKONK	6,966.	3,483.
266	SHARON	9,800.	4,900.
267	SHEFFIELD		
268	SHELBURNE		
269	SHERBORN		
270	SHIRLEY		
271	SHREWSBURY	30,350.	15,175.
273	SOMERSET	7,853.	3,927.
274	SOMERVILLE	656,707.	328,354.
275	SOUTHAMPTON		
276	SOUTHBOROUGH		
277	SOUTHBRIDGE	119,363.	59,682.
278	SOUTH HADLEY	4,474.	2,237.
279	SOUTHWICK		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
280	SPENCER	1,293.	647.
281	SPRINGFIELD	2,071,473.	1,035,737.
282	STERLING		
283	STOCKBRIDGE		
284	STONEHAM	108,346.	54,173.
285	TOWN OF STOUGHTON	24,039.	12,020.
286	STOW		
287	STURBRIDGE		
288	SUDBURY		
289	SUNDERLAND		
290	SUTTON	410.	205.
291	SWAMPSCOTT		
292	SWANSEA	4,794.	2,397.
293	TAUNTON		
294	TEMPLETON		
295	TEWKSBURY	7,347.	3,674.
296	TISBURY		
297	TOLLAND		
298	TOPSFIELD		
299	TOWNSEND		
300	TRURO	882.	441.
301	TYNGSBOROUGH		
302	TYRINGHAM		
303	UPTON		
304	UXBRIDGE		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
305	WAKEFIELD	288,112.	144,056.
306	WALES		
307	WALPOLE	5,854.	2,927.
308	WALTHAM	676,233.	338,117.
309	WARE		
310	WAREHAM	14,727.	7,364.
311	WARREN		
312	WARWICK		
313	WASHINGTON		
314	WATERTOWN	65,975.	32,988.
315	WAYLAND		
316	WEBSTER	2,994.	1,497.
317	WELLESLEY	30,230.	15,115.
318	WELLFLEET		
320	WENHAM		
321	WESTBOROUGH		
322	WEST BOYLSTON		
323	WEST BRIDGEWATER	57,389.	28,695.
324	WEST BROOKFIELD		
325	WESTFIELD	780,538.	390,269.
326	WESTFORD	4,604.	2,302.
327	WESTHAMPTON		
328	WESTMINSTER		
329	WEST NEWBURY		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
330	WESTON		
331	WESTPORT	18,286.	9,143.
332	WEST SPRINGFIELD	36,790	18,395.
333	WEST STOCKBRIDGE		
334	WEST TISBURY		
335	WESTWOOD	4,045.	2,023.
336	WEYMOUTH	620,019.	310,010.
337	WHATELY		
338	WHITMAN		
339	WILBRAHAM		
340	WILLIAMSBURG		
341	WILLIAMSTOWN		
342	WILMINGTON	16,673.	8,337.
343	WINCHENDON	100,030.	50,015.
344	WINCHESTER		
345	WINDSOR		
346	WINTHROP	27,319.	13,660.
347	WOBURN		
348	WORCESTER	52,627.	26,314.
349	WORTHINGTON		
350	WRENTHAM		
351	YARMOUTH	62,326.	31,163.
401	LAWRENCE VOC. SCHOOL	47,812.	23.906.
403	LYNN SHOE SCHOOL	214,564.	107,282.

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
405	NEW BEDFORD	1,254,740.	627,370.
406	NORTHAMPTON	550,656.	275,328.
408	WORCESTER TRADE COMPLEX	2,495,315.	1,247,658.
600	ACTON BOXBOROUGH		
603	ADAMS CHESHIRE		
605	AMHERST - PELHAM	128,801.	64,401.
610	ASHBURNHAM - WESTMINSTER REG.		
615	ATHOL		
618	BERKSHIRE HILLS REG	148,097.	74,049.
620	BERLIN BOYLSTON REG		
622	BLACKSTONE MILLVILLE	3,748.	1,874.
625	BRIDGEWATER RAYNHAM REG	9,459.	4,730.
630	BUCKLAND COLR SHELBURNE		
635	CENTRAL BERKSHIRE		
640	CONCORD CARLISLE	45,557.	22,779.
645	DENNIS - YARMOUTH REG	7,386.	3,693.
650	DIGHTON REHOBOTH	85,755.	42,878.
655	DOVER - SHERBORN REG SCHOOL		
658	DUDLEY CHARLTON		
660	NAUSET REGION	13,888.	6,944.
665	FREETOWN LAKEVILLE	144,694.	72,347.
670	FRONTIER	16,031.	8,016.
672	GATEWAY		

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
674	GILL MONTAGUE	2,729.	1,365.
675	HAMILTON WENHAM RIGIONAL	53,643.	26,822.
680	HAMPDEN WILBRAHAM REG SCHOOL	6,387.	3,194.
683	HAMPSHIRE		
685	HAWLEMONT REG SCHOOL DIST		
690	KING PHILIP REG SCHOOL DIST	265,167.	132,584.
695	LINCOLN SUDBURY	11,164.	5,582.
700	MARTHAS VINEYARD REGIONAL	53,444.	26,722.
705	MASCONOMET REGIONAL	163,826.	81,913.
710	MENDON UPTON		
715	MT. GREYLOCK		
717	BUCKLAND	12,231.	6,116.
720	NARRAGANSETT	17,531.	8,766.
725	NASHOBA REG SCHOOL DISTRICT		
730	NORTHBOROUGH — SOUTHBOROUGH		
735	NO. MIDDLESEX REG H.S. DIST		
740	OLD ROCHESTER REG SCH	22,527.	11,264.
745	PENTUCKET REG JR. - SR. HIGH		
750	PIONEER VALLEY	46,262.	23,131.
751	PLYMOUTH CARVER	39,539.	19,770.
753	QUABBIN		
755	RALPH C MAHAR	88,055.	44,028.
760	SILVER LAKE	251,417.	125,709.

VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
765	SOUTHERN BERKSHIRE	122,703.	61,352.
767	SPENCER EAST BROOKFIELD		
770	TANTASQUA	220,021.	110,011.
773	TRITON REG SCHOOL DIST		
775	WACHUSETT		
778	QUABOAG		
780	WHITMAN HANSON	61,799.	30,900.
801	ASSABET VALLEY SCH DIST	1,734,511.	867,256.
805	BLACKSTONE VALLEY VOC REG	868,352.	434,176.
806	BLUE HILLS REG TECH SCH	2,489,191.	1,244,596.
810	BRISTOL PLYMOUTH REG SCH	1,177,790.	588,895.
815	CAPE COD REG TECH H.S. DIST	108,205.	54,103.
818	FRANKLIN COUNTRY TECH SCH	52,802.	26,401.
821	GREATER FALL RIVER VOC SCH	1,586,086.	793,043.
823	GR LAWRENCE REG VOC	2,346,394.	1,173,197.
825	GR NEW BEDFORD	48,391.	24,196.
828	GRT LOWELL REG VOC TECH	1,344,049.	672,025.
829	SOUTH MIDDLESEX REG	1,733,574.	866,787.
830	MINUTEMAN	374,871.	187,436.
832	MONTACHUSETT REG VOC TECH	2,265,105.	1,132,553.
851	NORTHERN BERKSHIRE VOC RE	959,430.	479,715.
852	NASHOBA VALLEY	1,250,421.	625,210.
853	NORTHEAST METRO REG VOC	3,078,003.	1,539,002.

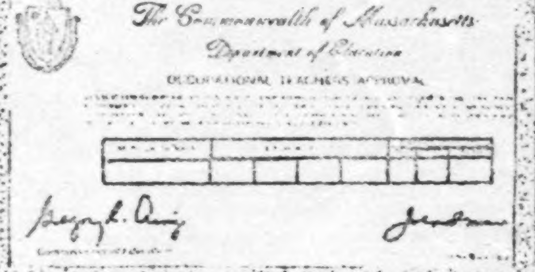
VOCATIONAL AID TO EDUCATION CHAPTER 74, SECTION 9

FOR THE FISCAL YEAR ENDING JUNE 30, 1974

		Net Reimb. Expend.	Computed Aid 50%
854	NORTH SHORE	65,707.	32,854.
855	OLD COLONY	40,799.	20,400.
860	PATHFINDER REG	427,587.	213,794.
871	SHAWSHEEN VALLEY REG	1,793,483.	896,742.
872	SOUTHEASTERN REG VOC TECH	1,980,914.	990,457.
873	SOUTH SHORE REG SCH DIST	731,094.	365,547.
876	SOUTHERN WORCESTER CNTY R	1,826,235.	913,118.
878	TRI COUNTY REGIONAL	27,536.	13,768.
879	UPPER CAPE COD REG	853,593.	426,797.
885	WHITTIER	1,886,099.	943,050.
	STATE TOTALS	$63,827,485.	$31,913,792.

APPENDIX#6

OCCUPATIONAL TEACHERS APPROVAL REQUIREMENTS AND POLICIES



The Commonwealth of Massachusetts

Department of Education

OCCUPATIONAL TEACHERS APPROVAL

1975 – 1976

OFFICE OF PROFESSIONAL DEVELOPMENT

The Commonwealth of Massachusetts
Department of Education
182 Tremont Street, Boston 02[illegible]

Division of
Occupational Education

FORWARD

The rapid growth of Occupational Education in Massachusetts during recent years, combined with other changes such as chapter 766, has resulted in not only the existance of more teaching positions, but also the creation of many new types of positions.

The Office of Professional Development has attempted over the years to keep pace with this rapid change. A continuing effort has been made to identify new types of positions as the need for them has emerged, and to develop requirments and policies for granting approval in these emerging fields.

Traditionally all these new, or changed approv8l requirements have appeared in section one of the Massachusetts State Plan for Vocational Education. However, the State Plan for Vocational Education has not been published for general distribution, in FY 74, or FY 75. To fill this gap, the Office of Professional Development has developed this comprehensive booklet.

The booklet contains up-dated requirements for all positions for which the Division currently approves personnel.

It is our hope that the booklet will clarify any problems or question that might arise concerning approval requirements or policies.

John P. Morine

John P. Morine
Director, E.P.D.A.

By "qualifications of teachers" is meant the qualities and attainments that are approvable as fitting a person to instruct or direct pupils in vocational schools.

The term "teacher" includes all those serving on the educational staff, such as directors, heads of departments, teachers, counselors and co-ordinators.

The Department of Education does not appoint teachers nor fix their salaries. Teachers are nominated and appointed by the local board of control. The Department of Education has, however, the legal right and direct responsibility for approval of qualifications of teachers in general and in relation to specific situations.

The right of approval carries with it the right of revoking such approval for cause.

The qualifications of teachers should be approved in advance of their nominations by the local authorities....Teachers who are to give instruction in State-aided vocational schools are approved specifically in terms of subjects or occupations and for specific positions.

In ordinary circumstances, candidates for teaching positions in shop and related subjects who hve not fulfilled the Teacher Training requirements will not be approved when fully qualified candidates are available.

(Emphasis added.)

The Preceding is Excerted from
Section II, page 21, of Bulletin 326.

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SUPERINTENDENT-DIRECTOR, ASSISTANT SUPERINTENDENT-DIRECTOR OR DIRECTOR OF A VOCATIONAL HIGH SCHOOL.

1) Candidate must have a bachelors and masters degrees from an accredited college or university.

2) Candidate must be an approved instructor counselor or administrator by the Division of Occupational Education.

3) Candidate must have five years of full-time experience as an instructor, administrator, counselor or supervisor in vocational education.

4) Candidate must pass a written and oral examination conducted by the Division of Occupational Education.

ASSISTANT DIRECTOR OF A VOCATIONAL HIGH SCHOOL

1) Candidate must have a bachelors degree from an accredited college of university.

2) Candidate must be an approved instructor, counselor or administrator.

3) Candidate must have five years of full-time experience as an instructor, counselor, administrator or supervisor in vocational education.

4) Candidate must pass a written and oral examination conducted by the Division of Occupational Education.

ADMINISTRATIVE ASSISTANT

1) Candidate must have a bachelors degree from an accredited college or university.

2) Candidate must be an approved instructor, counselor or administrator by the Division of Occupational Education.

3) Candidate must have three years full-time experience in vocational education.

AREA COORDINATOR OF OCCUPATIONAL EDUCATION IN A REGIONAL VOCATIONAL HIGH SCHOOL
DIRECTOR/COORDINATOR OF OCCUPATIONAL EDUCATION IN A COMPREHENSIVE SCHOOL SYSTEM

1) Candidate must have both a bachelors and a masters degree from an accredited college or university.

2) Candidate must be approved as an instructor counselor or administrator by the Division of Occupational Education or be certified by the Bureau of Teacher Certification.

3) Candidate must have five years of full-time experience in occupational education.

4) Candidate must pass a written examination prepared and conducted by the Division of Occupational Education.

COORDINATOR OF COOPERATIVE EDUCATION

1) Candidate must have a bachelors degree from an accredited college or university.

2) Candidate must be an approved instructor counselor or administrator by the Division of Occupational Education or be certified by the Bureau of Teacher Certification.

3) Candidate must have three years of experience teaching in a vocational program.

4) Candidate must have three years of experience in business or industry.

5) Candidate must complete an approved course in cooperative education administration as designated by the Division of Occupational Education.

COORDINATOR VOCATIONAL/TECHNICAL PROGRAM IN A VOCATIONAL HIGH SCHOOL

1) Candidate must have a bachelors degree from an accredited college or university.

2) Candidate must have approval as a vocational instructor by the Division of Occupational Education.

3) Candidate must have five years of full-time experience in a vocational shop program.

COORDINATOR, ACADEMIC PROGRAM IN A VOCATIONAL HIGH SCHOOL

1) Candidate must have both a bachelors and masters degree from an accredited college or university.

2) Candidate must have approval as an academic instructor by the Division of Occupational Education.

3) Candidate must have five years of full time experience in vocational education.

COORDINATOR TECHNICAL EDUCATION IN A POST SECONDARY INSTITUTE

1) Candidate must have both a bachelors and a masters degree from an accredited college.

2) Candidate must have approval as an instructor counselor. or administrator by the Division of Occupational Education.

3) Candidate must have five years experience in vocational technical education.

DEPARTMENT CHAIRMAN

1) Candidate must be a fully approved instructor by the Division of Occupational Education.

2) Candidate must have three years experience in the Department in which he/she will be chairman.

DIRECTOR OF GUIDANCE/PUPIL PERSONNEL SERVICES

1) Candidate must have a masters degree from an accredited college.

2) Candidate must be approved as a vocational guidance counselor.

3) Candidate must have at least three years experience in vocational guidance approved by the Division of Occupational Education.

VOCATIONAL GUIDANCE COUNSELOR/PLACEMENT COUNSELOR

1) Candidate must have a bachelors degree from an accredited college or university.

2) Candidate must be an approved instructor by the Division of Occupational Education.

3) Candidate must have successfully completed the following five courses:

Principles of Guidance
Techniques of Counseling
Tests and Measurements
Occupational Information
Organization and Administration of Guidance Services

SCHOOL PSYCHOLOGIST

1) Candidate must be certified as a school psychologist by the Bureau of Teacher Certification.

2) Candidate must submit an application to the Division of Occupational Education.

SOCIAL WORKER

1) Candidate must have a bachelors degree from an accredited college or university.

2) Candidate must be certified by the Academy of Certified Social Workers of the National Association of Social Work.

3) Candidate must submit an application to the Division of Occupational Education.

LIBRARIAN IN A VOCATIONAL SCHOOL

For Provisional Approval

Candidate must be certified as a secondary school librarian by the Bureau of Teacher Certification and have an application on file with the Division of Occupational Education.

For Full Approval

Candidate must complete the three credit course "History and Philosophy of Occupational Education" within one year from the date of receiving Provisional Approval.

EDUCATIONAL MEDIA SPECIALIST IN VOCATIONAL SCHOOL

For Provisional Approval

Candidate must be certified as a media specialist by the Bureau of Certification.

For Full Approval

Candidate must complete the three credit course "History and Philosophy of Occupational Education" within one year from the date of receiving Provisional Approval.

INSTRUCTOR OF TRADE AND INDUSTRY

To Qualify for Proficiency Examination:

1) Candidate must be a United States citizen or have filed intent of citizenship.

2) Candidate must have a high school diploma or Massachusetts State equivalency certificate.

3) Candidate must have a minimum six years of recent, full-time experience in the trade the candidate proposes to teach.

4) Licensing is required in the following trades:

Plumbing; Electrical;
Painting and Decorating; Cosmetology; Aircraft
Maintenance.

For Provisional Approval*

1) Candidate must pass both the written and performance proficiency examinations given in the trade.

2) Candidates with bachelors degrees:

Must complete either 'History and Philosophy of Occupational Education or 'Advanced Methods of Teaching Occupational Educations' within two years of passing the exam.

Candidates without bachelors degrees:

Must complete 'Foundations of Occupational Education' within two years of passing the exam.

For Full Approval

Candidates with bachelors degrees:

Must complete the following three courses within two years of completion of first course.

1) Advanced Methods of Teaching Occupational Education or History and Philosophy of Occupational Education
2) Tests & Measurements
3) Psychology

Candidates without bachelors degrees:

Must complete 4 out of the 5 following courses within two years of completion of "Foundations:'

1) Occupational Information
2) Laws Relating to Vocational Education
3) Supervision and Administration of Vocational Education
4) Tests and Measurements
5) Psychology

*NOTE: Provisional approval is granted for two years during which time the candidate completes the remaining course-work. If the candidate does not fulfill the requirements within that time, the provisional approval expires and is no longer valid.

AGRICULTURAL INSTRUCTORS
(ANIMAL SCIENCE, PLANT SCIENCE, HORTICULTURE)

For Provisional Approval

1) Candidate must have four years of practical agricultural experience since age 14 approved as to kind, quality and recency of experience.

2) Candidate must have a bachelors degree from an accredited college of agriculture, with 50 semester hours of technical agricultural courses, approved as to type, distribution and recency of completion.

For Full Approval

1) Candidate must complete six credits of teacher training.

2) Successful completion of 8 weeks of student teaching.

AGRICULTURAL MECHANICS INSTRUCTOR

For Provisional Approval

1) Candidate must have a bachelors degree.

2) Candidate must have two years of experience in agricultural mechanics since reaching age 14.

or

1) Candidate must have appropriate approval as a trade and industry instructor (i.e. in the field of Diesel Mechanics).

or

1) Candidate must have an associates degree in agricultural education.

2) Candidate must have four years of agricultural experience.

For Full Approval

1) Candidate must complete six credit teacher training course.

2) Candidate must complete eight weeks of student training.

INSTRUCTOR-ACADEMIC SUBJECTS

For Provisional Approval*

Candidate must be certified by the Bureau of Teacher Certification in the field he/she proposes to teach and have an application on file with the Division of Occupational Education.

For Full Approval

Candidate must complete the three credit course 'History and Philosophy of Occupational Education' within one year from the date of receiving Provisional Approval.

*NOTE: Provisional approval is granted for one year during which time the candidate completes the remaining course-work. If the candidate does not fulfill the requirements within that time, the provisional approval expires and is no longer valid.

INSTRUCTOR BUSINESS

For Provisional Approval

1) The candidate must be certified as a business subjects teacher by the Bureau of Teacher Certification.

2) Candidate must file an application with the Division of Occupational Education.

For Full Approval

The candidate must complete the three credit course 'History and Philosophy of Occupational Education' within one year of receiving provisional approval.

INSTRUCTOR/COORDINATOR DISTRIBUTIVE EDUCATION

For Provisional Approval

1) Candidate must have a bachelors degree from an accredited college or university with appropriate courses in the areas of marketing, business and merchandising.

2) Candidate must have three years of experience in the distributive occupations.*

For Full Approval

Candidate must complete the required 60 clock hour teacher training program.

*NOTE: One year or more of special training or course work in distributive education may be substituted for up to one year of work experience.

HOME ECONOMICS INSTRUCTORS

For Provisional Approval

Candidates with Home Economics Degree:

1. Candidate must be certified in home economics at the secondary level by the Bureau of Teacher Certification.
2. Candidate must have twelve semester hours in the area in which he/she proposes to teach: Child Growth and Development; Early Childhood Education; Food and Nutrition; Food Management and Services; Clothing; Home Management and Consumer Education; Interior Design; Family Relations.

Candidates with a Degree in Elementary Education or Early Childhood Education:

1. Candidate must be certified in either home economics at the secondary level or in kindergarten-12.
2. Candidate must have six credits in food and nutrition and/or natural science, plus three credits in clothing.

For Full Approval

Candidates must complete the three credit course, "History and Philosophy of Occupational Education".

COORDINATOR OF ALLIED HEALTH PROFESSIONS

1) Candidate must have bachelors and masters degree from an accredited college.

2) Candidate must have five years experience as an instructor of health occupations.

INSTRUCTOR OF DENTAL ASSISTING PROGRAM

For Provisional Approval:

1) Candidate shall be a registered Dental Hygienist.

2) Candidate shall have six years experience as a Dental Assistant or Dental Hygienist.

3) Candidates without bachelors degrees must complete "Foundations of Occupational Education." (6 credits).

For Full Approval

Candidates with Bachelors Degrees must complete within one year:	Candidates without Bachelors Degrees must complete within two years:
1) History and Philosophy of Occupational Education	1) Methods and Materials of Teaching Health Occupations
2) Methods and Materials of Teaching Health Occupations	2) Three of the following five courses: Occupational Information Laws Relating to Vocational Education Tests and Measurements Psychology Supervision and Administration of Vocational Education

INSTRUCTOR IN DENTAL LABORATORY TECHNOLOGY PROGRAM

For Provisional Approval:

1) Candidate must be a professional CDTA with a minimum of an associate degree from an accredited college or university.

2) Candidate must have six recent years of experience as a dental technician in an approved clinical laboratory.

3) Candidates without bachelors degrees must complete "Foundations of Occupational Education" (6 credits).

For Full Approval:

Candidates with Bachelors Degrees:	Candidates without Bachelors Degrees:
(Same as Dental Assisting Program Instructors)	(Same as Dental Assisting Program Instructors)

INSTRUCTOR OF MEDICAL LABORATORY ASSISTANT PROGRAM

For Provisional Approval:

1) Candidate must have registered MT(ASCP).

2) Candidate must have six recent years experience in a clinical laboratory.

3) Candidates without bachelors degrees must complete the course, Foundations of Occupational Education (6 credits).

For Full Approval:

Candidates with Bachelors Degrees:	Candidates without Bachelors Degrees:
(Same as Dental Assisting Program Instructors)	(Same as Dental Assisting Program Instructors)

INSTRUCTOR OF MEDICAL ASSISTING PROGRAM

For Provisional Approval:

1) Candidate must be a professional nurse registered in the Commonwealth of Massachusetts. or an allied health professional with clinical experience.

2) Candidate must have a bachelors degree in nursing or in an allied health profession.

3) Candidate must have six years experience working in a doctor's office or clinic.

For Full Approval:

Candidate must complete:

History and Philosophy of Occupational Education
Methods and Materials of Teaching Occupational Education
These courses must be completed within one year of receiving provisional approval.

INSTRUCTOR OF LICENSED PRACTICAL NURSING PROGRAM HEALTH SERVICE ASSISTING PROGRAM AND SURGICAL TECHNICIAN PROGRAM

For Provisional Approval:

1) Candidate must be a registered, licensed, professional nurse
in the Commonwealth of Massachusetts.

2) Candidate must have a bachelors degree from an accredited college.

3) Candidate must have six years of recent experience in active
clinical work.

For Full Approval:

1) Candidates must complete within one year:

History and Philosophy of Occupational Education
Methods and Materials of Teaching Health Occupations.

COORDINATOR OF SPECIAL NEEDS

1) Candidate must have both a bachelors and masters degree from an accredited college.

2) Candidate must have appropriate course work in special needs education.

3) Candidate must be approved in special needs education by the Division of Occupational Education or be certified in special needs education by the Bureau of Teacher Certification.

4) Candidate must have five years experience as an instructor, counselor, administrator or supervisor of special needs.

INSTRUCTOR OF SPECIAL NEEDS IN ACADEMIC SUBJECTS

For Provisional Approval

Candidate must have a teaching certificate in special needs, appropriate to the grade and subject he/she is to teach, from the Bureau of Certification and Placement.

For Full Approval

Candidate must complete the three-credit course, "History and Philosophy of Occupational Education."

INSTRUCTOR OF SPECIAL NEEDS IN VOCATIONAL SUBJECTS

1) Candidate must be a fully approved trade and industry instructor.

2) Candidate must complete one of the following courses:

Characteristics of Mental Retardation.
Methods and Materials for Teaching the Handicapped.
Characteristics of Special Needs Populations.

CR/mr-1

INSTRUCTOR OF HANDICAPPED

Academic Instructors:

1. Candidate must be certified by the Bureau of Teacher Certification in the subject and grade in which he/she proposes to teach.

2. Candidate must have classroom experience as a regularly appointed teacher or supervised student teaching experience with handicapped students.

3. Candidate must have twelve semester hours covering the following areas:

   Child Growth and Development
   Educational Psychology
   Psychology of the Exceptional Child
   Audio Visual Materials
   or
   Multimedia Instruction
   Principles of Elementary Education
   and/or
   Secondary Education
   Personality Development
   and/or
   Mental Hygiene
   Education of Children with Learning Disabilities

4. Candidate must have twelve semester hours drawn from the following areas:

   Education of the Physically Handicapped
   Guidance and Rehabilitation of the Physically Handicapped
   Clinical Procedures with Handicapped Students
   Etiology, Dynamics and Treatment of the Emotionally Disturbed
   Methods of Teaching the Emotionally Disturbed
   Psychology of the Mentally Retarded
   Teaching Remedial Reading
   Speech Correction

Trade and Industry, Health Occupations, Home Economics, Distributive Education and Agricultural Education Instructors:

1. Approved by Division of Occupational Education in the subject area and grade he/she proposes to teach.

2. Same as Academic #2

3. Same as Academic #3

4. Same as Academic #4

DIRECTOR/COORDINATOR ADULT EDUCATION

1) Candidate must have a bachelors degree from an accredited college.

2) Candidate must have approval as an instructor, counselor or administrator by the Division of Occupational Education.

3) Candidate must have five years experience in vocational education.

INSTRUCTOR OF EVENING TRADE EXTENSION OF EVENING TRADE PREPARATORY

For Provisional Approval

1) Candidate must possess a high school diploma or Massachusetts equivalency certificate.

2) Candidate must have six years recent full-time experience in the trade he intends to teach.

For Full Approval:

Candidate must complete the course "Principles of Occupational Education" within one year of receiving provisional approval.

INSTRUCTOR OF TRADE APPRENTICE

For Provisional Approval:

1) Candidate must be a graduate of the eighth grade.

2) Candidate must have at least 8 years experience in his trade. Four of these years must be at the Journeyman's level.

For Full Approval:

Candidate must complete the course, Principles of Occupational Education."

INSTRUCTOR OF EVENING PRACTICAL ARTS

For Provisional Approval:

1) Candidate must possess a high school diploma or Massachusetts equivalency certificate and have a minimum of four years experience in the field the candidate proposes to teach.

For Full Approval:

1) Candidate must complete the course, "Principles of Occupational Education.

or

2) If the candidate has been provisionally approved as of June 1, 1974, and has taught three years in an Adult Practical Arts Program, this experience may be used in place of the course.

APPROVAL CARDS

As part of the new computerized system, the Office of Professional Development has been issuing Occupational Teachers Approval Cards. Instructors should keep these cards as proof of their completion of the teacher training requirements.

Full approval cards, distinguished by a "(1)" printed in front of the approval number, are good for the lifetime of the holder. The instructor has his own approval number as identification. The card lists the trades the individual is approved in. The date of approval is the date that the most recent change in approval status or field has been made.

Cards are also issued for provisional approval. These cards are distinguished by a 'Provisional (2)' printed in front of the approval number.

This approval is good for only one or two years (see appropriate requirements) from the date of approval on the card. After that time elapses, the card is invalid.

No cards are issued for temporary conditional approval.

To date, cards have been issued for all administrative and guidance positions, academic teachers and trade and industry, agriculture, health and distributive education instructors. Cards for business and home economics instructors are being prepared and issued.

UPDATING RECORDS

To avoid misunderstandings, the candidate himself is responsible for keeping the records current and accurate. This includes notification of changes of address, changes of names due to marriage and of additional course-work which would alter the candidates approval status or field of approval. The candidate should never presume his school, the state, or a college or university will automatically forward the transcripts to the Office of Professional Development. This has been the cause of considerable confusion in the past.

TEMPORARY CONDITIONAL APPROVAL

In emergency cases when an instructor, counselor or administrator is needed to fill a vacancy, a temporary conditional approval may be granted if no qualified individual is available to fill the position. This approval may only be granted by the Associate Commissioner for Occupational Education and is valid for only one year from the date it is granted.

A sample temporary conditional approval request form is included in the appendix.

VOCATIONAL PERSONNEL PLACEMENT LIST

The Vocational Personnel Placement List is a service provided to school administrators to aid them in locating qualified candidates for their faculty. The Office of Professional Development does not try to help place individuals in jobs, but merely compiles a list of qualified individuals seeking positions and then distributes the list to school administrators and regional offices.

This list will be updated once a year to remove individuals who are no longer available for employment.

A survey card is included with all approval cards mailed to individuals not currently employed in a vocational school. By filling out and returning the card, the person is included on the list.

A complete list will be completed and distributed in January with updates following in April and September.

E.P.D.A. FELLOWSHIPS

Applications for Chapter 522 fellowships for advanced graduates study are available in the Office of Professional Development. For further information contact John McDonagh, Supervisor E.P.D.A. 727-8140.

OFFICE OF PROFESSIONAL DEVELOPMENT APPEAL PROCEDURES

The appeal procedure will deal with the following types of cases:

1) Refusing a request for a Temporary Conditional Approval.

2) Refusing to extend a Temporary Conditional Approval.

3) Refusing to extend a Provisional Approval.

4) Refusing to grant approval for an administrative position, both those positions requiring and those not requiring an exam.

The appeal procedure is as follows:

1) Along with the notice of refusals of approval, the individual will receive notification in writing of his right to appeal.

2) The individual must request, in writing, the appeal within ten days of notification.

3) The Office of Professional Development must arrange an appeal hearing within thirty days of receiving the appeal request.

4) The candidate must be notified of the time and place at least ten days prior to the hearing.

5) The Appeal Committee will be appointed by the Chief of the Office of Professional Development. It will consist of three people familiar with vocational approval requirements but who were not involved in the initial decisions.

6) Prior to the hearing, both the individual and the Appeal Committee will receive a memo from the Office of Professional Development stating the rationale behind the initial decision. Also included should be copies of any other evidence that would aid the committee in making its decision (i.e., individual's file, copies of interview rating sheets, exams).

7) At the hearing, the individual has the right to be represented by legal counsel, introduce evidence, call and cross-examine witnesses. The individual may provide for a taped or stenographic record of the hearing.

8) The Committee will decide by majority vote if the decision not to grant approval was in accordance with the regulations set forth in the current State Plan.

9) The Committee may also make recomendations concerning the conditions under which these approvals should be granted: extension and granting of Temporary Conditional Approvals and extension of Provisional Approvals.

10) The Committee will forward its decisions to the Office of Professional Development. The Office Professional Development will then notify the individual of the Committee's decision and the reasons for it within 14 days of the hearing.

APPROVAL CODE

A01 Superintendent/Director-Regional Vocational School

A02 Assistant Superintendent/Director-Regional Vocational School

A03 Director-Vocational High School

A04 Assistant Director-Vocational High School

A05 Director of Occupational Education in a Comp. School System

A06 Director of Vocational Guidance/Pupil Personnel Services

A07 Counselor Vocational Guidance

A08 Counselor Vocational Placement

A09 Career Information Specialist

A10 Social Worker-Vocational High School

A11 School Psychologist-Vocational High School

A12 Adjustment Counselor-Vocational School

A13 Director of Post-Secondary Technical Institute

A14 Director Evening Adult Education

A15 Coordinator Technical Education in a Vocational High School

A16 Coordinator of a Vocational Program in a Vocational High School

A17 Coordinator of Career Education in a Regional Vocational School District

A18 Coordinator of an Academic Program in a Vocational School

A19 Coordinator of Allied Health Professions

A20 Coordinator of Cooperative Education

A21 Coordinator/Instructor of Distributive Education

A22 Coordinator of Special Needs

A23 Coordinator Work-Study

A24 Educational Media Specialist in A Vocational High School

A25 Librarian in a Vocational High School

C Department Chairman

T Instructor - Trade and Industry

H Instructor-Health Service

P Instructor-Post-Secondary

B Instructor-Academic in a Vocational School

E Instructor-Career Education in a Comp. School System

F Instructor-Home Economics in a Vocational School

G Instructor Agriculture

A26 Instructor/Coordinator Distributive Education

A27 Instructor-Disadvantaged

A28 Instructor-Special Needs

A29 Instructor-Handicapped

A30 Instructor-Apprenticeship Training

A31 Instructor-Evening Trade Extension/Preparatory

A32 Instructor-Evening Practical Arts

A33 Instructor-Private Trade School

A34 Teacher Aide-Special Needs

A35 Teacher Aide-Vocational School

A36 Other

01 Automotive Body Repair
02 Automotive Repair
03 Automotive Machinist
04 Automotive Electrical Systems
05 Diesel Mechanics
06 Small Engine Repair
07 House Carpentry
08 Mill Carpentry
09 Cabinetmaking
10 Boat Building
11 Trowel Trades
12 Painting and Decorating
13 Machine Drafting
14 Architectural Drafting
15 Structural Drafting
16 Electro-Mechanical Drafting
17 Letterpress Press Work
18 Copy Preparation
19 Offset Press Work
20 Offset Preparation
21 Commercial Design
22 Technical Illustrator
23 Electrical
24 Plumbing and Pipefitting
25 Culinary Arts-Chef
26 Culinary Arts-Baking 27
27 Upholstery
28 Cosmetology
29 Air Conditioning and Refrigeration
30 Radio and T.v.Repairman
31 Machine Shop
32 General Sheet Metal
33 Preision Sheet Metal
34 Metal Fabrication
35 Welding
36 Health Services Assistant Program
37 Health Career Education Programs
38 Dietary Aide Programs
39 Dental Laboratory Technology Program
40 Practical Nurse Program
41 Dental Assistant Program
42 Dental Auxillary Sciences
43 Medical Assistant Programs
44 Health Education Aide Programs
45 Medical Laboratory/Medical Technology Programs
46 Medical Secretary/Records Programs
47 Animal Science
48 Plant Science
49 Agricultural Mechanics
50 Mathematics
51 English
52 Science
53 Social Studies
54 Data Processing
55 Electronics
56 Shoe School Instructor

57 Plant Maintenance
58 Child Development
59 Early Childhood Education
60 Foods and Nutrition
61 Food Management and Services
62 Clothing and Fashion Design
63 Family Relations
64 Home Management
65 Consumer Education
66 Textiles
67 Other
68 Physical Education
69 Reading
70 Media
71 Plastics
72 Major Appliance
73 Academic
74 Drafting
75 Carpentry
76 Printing
77 Metals

STATUS

1. Full Approval
2. Provisional
3. Waiver
4. Non Approved

PROGRAM

1. Full Time Day- secondary
2. Post-secondary
3. Evening Practical Arts
4. Apprentice Training
5. Evening Adult Education

REQUEST FOR CONDITIONAL TEMPORARY APPROVAL OF VOCATIONAL SCHOOL PERSONNEL

School Committee Request for Exemption from the Provisions of Bulletin 326, Chapter 74 of the General Laws and/or P.L. 92-318.

To:
Associate Commissioner
Division of Occupational Education
Mass. Dept. of Education
182 Tremont Street
Boston, Mass. 02111

From:
______________________________ Supt./Dir.
______________________________ Voc. Schoo
______________________________ Street
______________________________ City/Town

This is to certify that an extreme difficulty exists in our efforts to secure a qualified teacher for the position of ______________________________ for the vocational school.

Therefore, the ______________________________ School Committee, because of its inability to employ a qualified teacher, and after being notified by the Supt./ Director of the vocational school that all reasonable efforts have been made to recruit for the position, requests a one-year emergency temporary conditional aqproval be granted in order that it may employ:

____
Last Name First Middle

____
No. and Street City or Town Social Sec. #

in said position for the 19___-___ academic year.

In accordance with procedures required by the Division of Occupational Education the following checked information is incorporated as part of this request.

1. I have___have not___listed this position with the Office of Professional Development in an effort to recruit a qualified teacher.______________
2. This person has filed an application for vocational approval on______________. The necessary application and documentation accompanies this request.__________
3. This request being the second-third request for a temporary conditional approval for this teacher, I am attaching transcripts of the work accomplished during the past year to show that this candidate is progressing toward teacher approval.________

No action can be taken on this request (it will be returned) unless a check of our files shows that the individual to be employed has, (1) filed an application for approval with all available supporting documents or, (2) (in the case of the second or third waiver) we have received evidence of the individual's efforts to complete approval requirements since the previous temporary conditional approval was granted.

______________________________ Superintendents Signature ________ Date

DIRECTORY:

Office of Professional Development:

John P. Morine	Director, E.P.D.A.	727-8140
John McDonagh	E.P.D.A	727-8143
William Callahan	Teacher Training	727-8140

State Colleges:

Dr. Lawrence Ovian	Fitchburg State	345-2343
Dr. John Nevins	Estfield State	413-568-3311
Dr. Kenneth Ertel	Univ. of Mass.	413-545-1535

Regional Offices:

Ghernot Knox	Northeast Region (Andover)	687-3351
Owen Kitteridge	Southeast Region (Lakeville)	947-3240
James Shiminski	Pittsfield Region	499-0745
Joseph Cangro	Springfield Region	734-2167
	Boston Region	547-7472
Paul Carbone	Worcester Region	835-6267